

HONG KONG CONVENTION AND EXHIBITION CENTRE
1 EXPO DRIVE, WANCHAI, HONG KONG
ATTN: SENIOR MANAGER – SAFETY AND SECURITY
Email: ActivityPermit@hkcec.com

ACTIVITY PERMIT APPLICATION

Before completing this application, applicants are advised to read the House Rules for Visitors to the Hong Kong Convention and Exhibition Centre. The most updated version is available at the HKCEC website, please click [here](#) for details.

Date submitted: _____

Name of applicant/organisation: _____

Address:

Phone / Mobile: _____

E-Mail: _____

Name of responsible person in charge of the Activity

Address:

Mobile Phone: _____

E-Mail: _____

Description and purpose of the Activity (be specific)

Date and time requested for the Activity:

Starts: _____ (Date) _____ (Time)

Ends: _____ (Date) _____ (Time)

Estimated number of participants:

Proposed location of the Activity:

Date of previous application (if any): _____

I certify that

- all of the above statements are true to the best of my knowledge, information and belief;
- I will notify Hong Kong Convention and Exhibition Centre (Management) Limited (“HML”) within 24 hours in writing if any change occurs in the information that I have provided on this application;
- I have read and understand the House Rules for Visitors to the Hong Kong Convention and Exhibition Centre stipulated by HML; and
- all persons engaged in the described Activity will abide by all the House Rules, if this application is approved.

SIGNATURE _____ PRINT NAME _____

TITLE _____ DATE _____

Personal Information Collection (PIC) Statement

Information collected, including name, phone number, email address and postal address, will only be used for the purpose of processing Activity Permit Application, and will be treated in confidence and not be disclosed to any third party. If you wish to access or correct your personal data, please send e-mail to Senior Manager – Safety & Security ActivityPermit@hkcec.com.

Privacy Policy Statement

Hong Kong Convention and Exhibition Centre (Management) Limited (“HML”) pledges to comply with the requirements of the Personal Data (Privacy) Ordinance. In doing so, we will ensure compliance by our staff with the strictest standards of security and confidentiality. Your personal information collected and held by us will be used for the purpose of processing your application. We will not provide your personal data to third parties for direct marketing or other unrelated purposes without your consent. Any enquiries regarding personal data privacy policy and practice may be addressed to Senior Manager – Corporate & Marketing Communications at info@hkcec.com.

Based on the information provided above, your application for permission to conduct the Activity within the Hong Kong Convention and Exhibition Centre is:-

APPROVED

NOT APPROVED

Beginning Date/ time: _____

Ending Date / time: _____

If approved, location at which the Activity is permitted and entry/exit routing:

Signed: _____ Date: _____

Senior Manager – Safety & Security

Notes:

As a precondition to the issue of a Permit, applicant and all participants agree that they will:

- a) remain within the designated area defined in the Permit,
- b) not use any sound amplification device,
- c) not block, obstruct or in any other way interfere with the business of the HKCEC or its licensees,
- d) strictly comply with all the details of the initial written request, and the terms of the Permit (if different),
- e) name and designate a group leader who will be responsible for all communications between HML and participants, and who will be present at the designated area throughout the Activity,
- f) keep the part of the HKCEC property that they occupy clean, and refrain from littering or any other activity incurring cleaning costs,
- g) refrain from any activity that may unreasonably affect the use of HKCEC facilities by others,
- h) reimburse HML to cover any costs such as but not limited to additional security and cleaning costs incurred, if the terms of the approval are violated,
- i) remove themselves from the premises without delay at the conclusion of the Activity; and at any time earlier if asked by HML or HKCEC security personnel, promptly and without resistance.

This permit may be revoked by HML or HKCEC security personnel at any time. HML and HKCEC security staff shall not be required to offer any reason for their decision to revoke this permit.