

**NSA**

Management Company of Olympic House Limited

Guidelines for Hanging of Publicity Banners at the Designated Sites of Olympic House

1. Banner Locations:

- a) Location A : facing the rear block of the Hong Kong Stadium on Eastern Hospital Road.
- b) Location B : entrance of Olympic House (OH) car park facing the secondary school on Stadium Path.
- c) Location C : outside wall facing the secondary school on Stadium Path.
- d) Locations D & E : 1/F lobby of Olympic House.
- e) Locations F & G : entrance of OH car park facing the Hong Kong Road Safety Association

* Exact locations are marked at **Annexes I & II**.

2. Size and Charges for the Banner Sites:

Banner Site	Size of Banners	Charges per week (HK\$)
Location A	7.6M (W) × 1.5M (H)	\$1,500
Location B	4.5M (W) × 1M (H)	\$750
Location C	4M (W) × 1.2M (H)	\$750
Locations D&E	3.9M (W) × 0.9M (H)	\$500
Locations F&G	4M (W) × 1M (H)	\$750

- 3. The location and date of hanging up the banner at OH are both at the sole discretion of the Manager of MCOHL. All applications will be proceeded on a first-come-first-served basis.
- 4. Priority will be accorded to the Sports Federation & Olympic Committee of Hong Kong, China and Management Company of Olympic House Limited. Booking period for each application is one week to maximum of one year. Each application is allowed to renew the booking for one more year, renewal application is required to submit for approval at least 30 days before the last day of booking. Upon completion of the two-years' booking, the banner site would then be released to other applicants on the waiting list. If there is no other application, MCOHL would renew the booking for the current user on annual basis.

5. The artwork of the banner together with the completed Application Form must be sent to the Manager of MCOHL for vetting and approval one month before the first day of proposed hanging of the banners.
6. Information contained in the banner should include and be restricted to:
 - (a) name of the company, organizer or title sponsor (if any);
 - (b) name of the event (if any);
 - (c) venue, date and time of the event (if any);
 - (d) enquiry and/or booking/ticketing telephone number (if any);
 - (e) advertising or promotional wordings or pictures of commercial nature;
 - (f) elements related to alcohols and tobacco nature are strictly forbidden.
7. The applicant should purchase a public liability insurance jointly with the MCOHL at an amount of not less than HK\$5M against liability to pay damages as a result of any death or injury to any person or loss of or damage to the property of any person arising out of hanging, displaying, dismantling and removal of the banner within the boundary of OH.
8. The applicant should indemnify the MCOHL and their staff members and agents against all claims, demands, actions or proceedings in respect of the death of or injury to any person which shall arise from any accident or occurrence arising out of hanging, displaying, dismantling and removal of the banner within the boundary of OH within the approved period in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.
9. The applicant should be responsible for hanging and dismantling of banners. The applicant should also compensate the MCOHL for any loss of revenue or liability for damages suffered by the MCOHL as a result of the failure of the applicant to remove the banner from the boundary of OH on or before the last day of the approved hanging period.
10. The MCOHL reserves the right to prohibit/discontinue the hanging of the banner on the designated sites of the venue and to remove the banner as and when required and charge the applicant the necessary labour costs afterwards. In the case of the hoisting or intended hoisting of typhoon No.8 signal or above or inclement weather, the applicant should remove the banner as required by the MCOHL management.
11. MCOHL shall under no circumstances be liable for any damage caused to or loss of the hirer's property and materials items.
12. The applicant and his appointed contractor should respond to the instruction of the MCOHL and adhere to the safety measures and other arrangements regarding installation of the banner.

Location A:
(Size: 7.6M × 1.5M)



Location B:
(Size: 4.5M × 1M)



Location C:
(Size: 4M × 1.2M)



Locations D and E:
(Size: 3.9M × 0.9M)



Entrance of Car Park