



Vendor Information Package for RCHK College Fair 2018

This document provides important information for vendors who wish to apply for a booth at the RCHK College Fair. Please read it carefully and address any further enquiries to: Mr. Arthur Yau (Senior RAPT Administrator) email : ayau@rchk.edu.hk

1. Venue

Renaissance College (RCHK), 5 Hang Ming Street, Ma On Shan, New Territories.

2. Date & Time

1st December, 2018 (Saturday) 10:30 a.m. to 4:30 p.m.

3. Vendor's space for hire

Vendor tables approximately 4ft x 6ft each (minimum) are available for hire by vendors. **The rental is \$1,000 per table.** One table and two chairs are provided for each booth. No table covers are supplied. Please note that this is an approximation of the table size. Vendors are not permitted to bring in extra tables or chairs. They may bring their own displaying utensils which must not interfere with the exposure to the public of their neighbouring booths. **Please note that they must do their business within the space allocated to them and must not encroach on their neighbours' space.** If a vendor wishes to display his/her goods with his/her displaying utensils ONLY and does NOT require a table, please indicate this clearly in the application form (attached) to ensure that no table will be put in the space.

4. Power (13Amp/220V single phase socket)

Power outlets with above specifications are available at a limited number of booths. **Please mark this in the application form should one is required. There is an extra charge of \$100 each for use of the power outlet. No extension cable will be provided.** Normally we can ONLY supply one outlet per vendor if he/she so wishes, which is done on a first-come-first-served basis.

5. Set-up and Removal of Vendors' Products

Vendors may arrive and set up their tables from 8:00 a.m. on 1st December, 2018. All tables must be cleared of vendors' products by 5:30 p.m. on the same day. We will assign the arrival time of each vendor when sending out the Delivery Pass to him/her. Please note that any remained material will be removed without prior notice.

6. Access to RCHK and Parking

IT IS STRICTLY NO PARKING at RCHK campus during the fair. Vendors must present a Delivery Pass (to be emailed to vendors prior to the fair day) to get access to RCHK for unloading (8:00 a.m. to 9:30 a.m.) or loading (4:30 p.m. to 5:30 p.m.) of their stuff. There are paid public car parks within the walking distance of RCHK (Chung On Commercial Complex, Kam On Court Multi-storey Car Park and Hang On Commercial Complex etc.). It is just within 10 minute-walk from these car parks to the school campus. Please refer to the attached map (Appendix 1) for their locations. **You are advised to check the respective parking rates before parking your car at any of these car parks as the rates may vary from time to time.** Please note that the above information is only for the sake of your parking need and neither RCHK nor RAPT has any relationship in any way with them. **Even though you come to the fair without riding a car, you need to enter from the main gate at Hang Ming Street.**

7. Catering

Food and drink stalls will be available at the fair for vendors to purchase refreshments. There are free drinking water fountains around the campus.

8. Storage

No storage facilities are available at RCHK for vendors' products during the fair period. Products must be stored within the vendor's allocated space on the fair day. Vendors are responsible for the safe-keeping

of their property. The Fair Committee strongly recommends that all boxes/packages of products are to be sealed and labelled. It is not responsible for any loss that may arise. Any unattended boxes/packages will be removed without prior notice.

9. Payment

Applicants are required to enclose cheques paying for the rental with their completed application forms. Applications without payment will not be considered. Cheques should be crossed and payable to **RAPT LTD.** Post-dated cheques **will not** be accepted. Only successful applicants' cheques will be cashed.

10. Consideration of Applications

Subject to the Fair Committee's absolute discretion to review applications, consider and balance the variety, quality and appropriateness of products proposed to be sold at the fair, applications will be treated on a "first-come-first-served" basis. To assist the Fair Committee in considering your application, please attach to your application any literature, pictures, samples, web-site address or other relevant information regarding the proposed products to be sold. **Vendors are only permitted to display and sell products which have been approved by the Fair Committee. If any infringement by a vendor is found, the Fair Committee reserves the right to request the vendor to remove the offending products from the stall.** Tables are allocated by the Fair Committee at random. No advanced notice of any vendor's location is given prior to the Fair Day.

11. Receipt of Payment from Your Customers on Fair Day

Vendors must not accept as payment the **COUPONS ISSUED AND SOLD BY THE RENAISSANCE ASSOCIATION OF PARENTS AND TEACHERS LTD. (RAPT LTD.)**. The Fair Committee is not liable to re-pay vendors such coupons if they have accepted. A sample of this coupon is enclosed for your reference (Appendix 3).

12. Cancellation

No refund will be given for cancellation made by vendors. Should the fair be cancelled due to adverse weather conditions or other unforeseen circumstances, full or partial refund may be given to vendors at the discretion of the Fair Committee.

13. Application form and cheque

Please send completed application and cheque to:

RAPT OFFICE (College Fair), Renaissance College, 5 Hang Ming Street, Ma On Shan, N.T.

Only application **by mail** is accepted.

14. Contact Details

Email: Mr Arthur Yau, Senior RAPT Administrator: ayau@rchk.edu.hk Phone No.: 3556 3595

15. Important Notes to Vendors

a) Vendors are reminded that **NO COUNTERFEIT PRODUCTS NOR PRODUCTS DUE TO EXPIRE ARE ALLOWED TO BE DISPLAYED AND SOLD AT THE FAIR. HONG KONG CUSTOMS AND EXCISE DEPARTMENT MAY COME TO INSPECT YOUR PRODUCTS.** Please refer to Appendix 2 for details.

b) To provide a peaceful and joyful environment for this fun-filled family event, products carrying or implying **VIOLENCE** or **PROVOCATIVE** in nature or **HAZARDOUS** to the **SAFETY** of **CHILDREN** are prohibited to be displayed and sold.

c) You must possess the valid licence/permit to sell your products at the fair if it is required by the authority. A copy of such a licence/permit is to be attached with the application.

d) For the safety of yourself and the fair goers, **COMPRESSED GAS CYLINDERS ARE PROHIBITED TO BE BROUGHT INTO THE SCHOOL CAMPUS. NO HELIUM INFLATED BALLOONS ARE PERMITTED TO BE DISPLAYED OR SOLD AT THE FAIR.**



啟新書院嘉年華會資訊 (2018)

此文件提供重要資訊予擬申請啟新書院嘉年華會攤位之人士，請細閱內容。如有垂詢，請聯絡啟新書院家長及教師會高級行政助理 Arthur Yau : ayau@rchk.edu.hk

1. 場地

新界馬鞍山恆明街 5 號，啟新書院。

2. 日期及時間

2018 年 12 月 1 日，星期六，上午 10 時 30 分至下午 4 時 30 分。

3. 出租攤位事宜

每個出租攤位面積最小為 4 x 6 平方呎，租金為\$1,000。本會將提供每個出租攤位一張檯子及兩張椅子。檯布則自備。請留意此乃大約之面積。租賃者不能攜帶其他檯椅進場，但可以自備不妨礙其他商戶的展銷用品。租賃者祇能在指定攤位內進行其商業活動，不能佔用攤位以外任何地方。如租賃者不需要本會提供的檯椅，請在申請書上註明，以便作出適當安排。

4. 電源 (13 安培/220 伏特單相電力插座)

部分攤位設有如上規格的電源插座。如有需要，請在申請書上註明，以便作出適當安排。使用電源插座需繳付每個\$100 附加費並請自備拖板。在一般情況下本會祇能為每個需要電源的租賃者提供壹個插座，並以先到先得方式分配。

5. 安設及清理貨品之安排

租賃者可自 2018 年 12 月 1 日上午 8 時開始進場準備。所有攤位必須於同日下午 5 時 30 分前清理妥當。本會於發出進場許可證時會安排各租賃者的進場時間。請注意，任何遺留在場的物件都會被搬走，恕不預先通知。

6. 泊車安排

嘉年華會當天，任何車輛均不能停泊於校園內。於卸貨時間及裝貨時間內(上午 8 時至 9 時 30 分及下午 4 時 30 分至 5 時 30 分)租賃者之車輛則可憑進場許可證駛入校內裝卸貨物。該證將於嘉年華會舉行前以電郵方式發送給租賃者。啟新書院附近設有繳費式公共停車場（如在頌安商場、錦鞍苑和恆安商場），從上述停車場步行至學校只需約 10 分鐘，詳細位置請參閱附上的地圖（附件一）。因各停車場收費時有變更，本會建議閣下先查閱其收費才作出選擇。以上資料純粹為方便閣下泊車，啟新書院(RCHK)和啟新書院家長及教師會 (RAPT) 與上述停車場並無任何關係。若租賃者無需駕車前來，他們亦須由恆明街閘口進場。

7. 飲食設施

嘉年華會場內設有售賣小食及飲料的食品攤位供租賃者選購食物。校內各處亦設有飲水機，租賃者可免費飲用食水。

8. 儲存設施

嘉年華會舉行期間，校內沒有儲存貨物的地方供租賃者使用。所有貨品祇能在嘉年華會當日存放於指定攤位內。租賃者必須妥為看管本身之財物。本會鄭重建議所有貨箱必須妥善密封及標籤。如有任何損失，本會概不負責。任何無人看管的物品都會被移走，恕不預先通知。

9. 付款

填妥之申請表必須連同劃線支票遞交。未連支票的申請表將不受理。劃線支票抬頭請寫 **RAPT LTD**。恕不接受期票。唯入選者的支票才會被兌現。

10. 申請之甄選

嘉年華會委員會會以平衡產品的種類、質素、適合程度及以先到先得原則作出甄選。委員會對此有絕對的決定權。為令委員會可周詳考慮閣下之申請，請將有關產品之宣傳單張、相片、樣辦、公司網頁或任何有關資料一併遞交。租賃者祇能在其攤位內展示和銷售已獲嘉年華會委員會批准的產品。如有違規，嘉年華會委員會有權要求租賃者移走未經批准售賣之產品。攤位由嘉年華會委員會隨機分配，並不會在嘉年華會舉行前通知租賃者其攤位位置。

11. 嘉年華會當日的交易方式

請不要接受由啟新書院家長及教師會（**RAPT LTD.**）發出及銷售的代用券。如租賃者已收取顧客該等代用券，本會將不會作出回購。請參閱附件三。

12. 取消申請

如申請者主動要求取消已獲批准的申請，已繳交之款項蓋不退還。如嘉年華會因惡劣天氣或其他未能預料的因素取消，嘉年華會委員會有權決定退回全部或部分已繳交款項。

13. 申請表格及支票

請將已填妥之申請表格及劃線支票郵寄到：

新界馬鞍山恆明街 5 號
啟新書院 RAPT 嘉年華會收

本會祇接受郵寄之申請表格。

14. 聯絡途徑

電郵：Arthur Yau (啟新書院家長及教師會高級行政助理): ayau@rchk.edu.hk
電話：3556 3595

15. 租賃者應注意之事項

- a) 本會提醒所有租賃者切勿在嘉年華會上展示和售賣冒牌或保質期即將完結的貨品。香港海關可能前來巡查。請參閱附件二的說明。
- b) 為使嘉年華會能在一個安寧及歡樂的環境下進行，帶有或包含暴力或挑釁意味或對小童的安全構成危險的物品一律嚴禁展示或出售。
- c) 如所售賣的物品據有關當局規定須領有牌照/准許證，租賃者需持有該有效的牌照/准許證，並請在申請攤位時附上該牌照/准許證的副本。
- d) 為本身及參加嘉年華會人士的安全着想，所有壓縮氣體罐嚴禁攜帶進場。以氬氣充氣的氣球亦禁止展示或售賣。

（中文本本文義如有差異，以英文版本為準）

RENAISSANCE COLLEGE
College Fair, Saturday, 1st December, 2018
啟新書院嘉年華會 - 2018 年 12 月 1 日 星期六

APPLICATION FOR RENTING A TABLE

租賃攤位申請表

(1) APPLICANT'S PARTICULARS 申請人資料

Name of Applicant/Business

申請人姓名/公司名稱：_____ HKID# or BR# : _____

Contact Person's Name

聯絡人姓名：_____

Correspondence Address

聯絡地址：_____

Daytime Tel No.

日間聯絡電話：_____

Mobile No.

手提電話：_____

Fax No.

傳真：_____

Email

電郵：_____

Product Category 貨品類別

Please tick one category 請在適當的類別旁加上 號:

<input type="checkbox"/>	Education, Interest & Sports	<input type="checkbox"/>	Jewellery & Timepieces	<input type="checkbox"/>	Electronics
<input type="checkbox"/>	Food & Drink	<input type="checkbox"/>	Toys & Games	<input type="checkbox"/>	Environmental Protection
<input type="checkbox"/>	Household Items	<input type="checkbox"/>	Fashions, Shoes & Bags	<input type="checkbox"/>	Baby Products
<input type="checkbox"/>	Health & Personal Care/Cosmetics	<input type="checkbox"/>	Gifts & Premiums	<input type="checkbox"/>	Others

Please state concisely items to be sold 請簡畧列出售賣之商品:

(1) _____ (2) _____ (3) _____

(2) TABLE AND POWER REQUEST 檯面及電源要求

Please tick your choices. We will endeavour to accommodate vendors. However tables and power will be allocated on a "first-come-first-served" basis.

請在以下選項內加√，我方會盡量配合租賃者的要求，並以〈先到先得〉方式分配。

Table x _____

檯面

Space only (no table) x _____

只需空間 (不要檯面)

Power outlet (13Amp/220V single phase)

電源插座 (13 安培/220 伏特單相)

(3) PAYMENT 付款 (Crossed cheque made payable to: **RAPT LTD.** 劃線支票抬頭為：**RAPT LTD.**)

Number of table(s) hired :

租用攤位數目： _____ \$1,000 each X _____ = \$ _____

(Rental for Each Table is \$1,000 每個攤位之租金為 \$1,000)

Number of power outlet(s) required _____ \$100 each X _____ = \$ _____

要求電源插座數目：

(Extra charge for each power outlet is \$100 每個電源插座之附加費為 \$100)

(Each applicant can only apply for one power outlet if he/she so wishes 如有需要每位申請者祇能申請一個電源插座)

Total Payable 應付總額： = \$ _____

Cheque #	Receipt #	Sequence #	

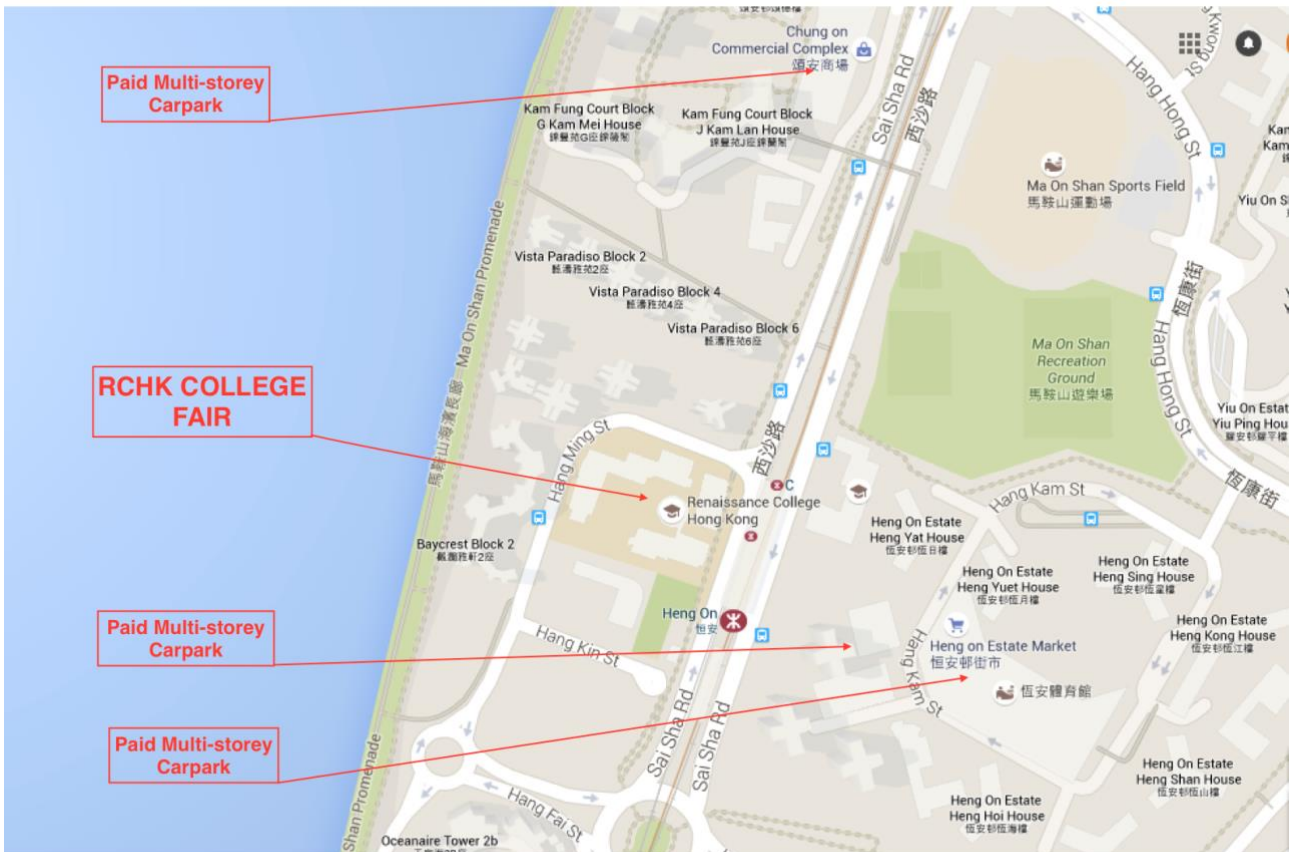
Signature of Applicant

and Company chop (if any) :

申請人簽署及公司印鑑(如有) :

Date 日期: _____

APPENDIX 1: LOCATION MAP



APPENDIX 2 : MESSAGE FROM THE HONG KONG CUSTOMS AND EXCISE DEPARTMENT REGARDING INFRINGEMENT OF COPYRIGHT

The Department adopts a two-pronged enforcement strategy against the supply and retail of pirated and counterfeit goods. On the supply side, the Department focuses its enforcement efforts against illegal activities at the import and export, manufacturing, wholesale and distribution levels. At the retail level, the Department takes repeated and sustained enforcement actions to eradicate street level piracy and counterfeiting activities.

Copyright Infringement

The Department investigates and prosecutes copyright offences relating to literary, dramatic, musical or artistic works, sound recordings, films, broadcasts, cable programmes, and the typographical arrangement of published editions.

Apart from clamping down on pirated optical disc activities at the manufacture, storage, retail and import/export levels, the Department strives to fight against the use of pirated software and copyright works for commercial purposes.

Two Anti-Internet Piracy Teams are established to fight against piracy activities on the Internet. The Computer Forensic Laboratory offers professional assistance in collecting, preserving, analyzing and presenting digital evidence to law court in piracy cases. It has been awarded ISO 9001 on quality management and ISO 27001 on information security.

Trademark Counterfeiting

The Department also takes enforcement actions against commercial goods with forged trademark or false trade descriptions under [the Trade Descriptions Ordinance, Chapter 362, Laws of Hong Kong](#).

Prevention of Copyright Piracy

[The Prevention of Copyright Piracy Ordinance, Chapter 544, Laws of Hong Kong](#), requires local optical disc and stamper manufacturers to obtain licences from the Department and mark on all their products the specific identification codes. Besides, it is stipulated under [the Import and Export Ordinance, Chapter 60, Laws of Hong Kong](#) that import and export of optical disc mastering and replication equipment are subject to [licencing control](#).

海關採取雙管齊下的策略，分別從供應及零售層面打擊盜版及冒牌貨活動。在供應層面上，海關致力從進出口、製造、批發及分銷層面打擊盜版及冒牌貨活動。至於在零售層面上，海關一直努力不懈，在各零售黑點持續採取執法行動，以杜絕街頭的盜版及冒牌貨活動。

侵犯版權

海關負責調查和檢控有關文學、戲劇、音樂或藝術作品、聲音紀錄、影片、廣播、有線傳播節目及已發表版本的排印編排的侵犯版權活動。

海關除了從生產、儲存、零售及進出口層面掃蕩盜版光碟外，並致力打擊機構使用盜版軟件和其他版權作品作商業用途。

海關成立了兩支反互聯網盜版隊，以打擊網上侵權活動。海關的電腦法證所就侵權案件數碼證據的收集、保存、分析及於法庭呈示證物等工作提供專業支援。該法證所已獲頒發「國際質量管理體系證書」ISO 9001和「國際資訊安全管理系統證書」ISO 27001。

偽冒商標

海關亦根據香港法例第362章《商品說明條例》，對涉及應用偽造商標或附有虛假商品說明商品的人士／機構採取執法行動。

防止盜用版權

香港法例第 544 章《防止盜用版權條例》規定本地的光碟及母碟製造商必須獲得海關批予牌照，並為他們製造的所有產品標上特定的識別代碼。

此外，香港法例第 60 章《進出口條例》規定，必須領有海關發出的許可證，才可進出口光碟母版及光碟複製品的製作設備。

APPENDIX 3: SAMPLE OF COUPON ISSUED AND SOLD BY RENAISSANCE ASSOCIATION OF PARENTS AND TEACHERS LTD.

FRONT



BACK

