



香港工業總會  
Federation of Hong Kong Industries

香港九龍長沙灣長裕街8號  
億京廣場31樓  
31/F, Billion Plaza, 8 Cheung Yue Street  
Cheung Sha Wan, Kowloon, Hong Kong  
電話 Tel +852 2732 3188 傳真 Fax +852 2721 3494  
電郵 Email fhki@fhki.org.hk

Effective Date: 28 May 2024

## FHKI Venue Rental and Marketing Services Billion Plaza

Only a 3-minute walking distance from the Lai Chi Kok MTR Station, the FHKI premises with two large built-in LED walls and two moveable digital boards is an ideal location for meetings, networking events, conferences or webinars. **FHKI members** can enjoy an **exclusive 30% discount** on the standard rates for venue rental, while **first-time non-members** can enjoy a **10% discount** on standard rates of the venue rental.

Venue Rental Rates			
Room Type	Exhibition Hall	Conference Room	Meeting Room
Room Size	2,300 sq ft	1,300 sq ft	500 sq ft
Capacity (No. of persons)			
a. Theatre setting	a. 110	a. 90	a. 30
b. Boardroom	b. 70-80	b. 60-70	b. 20
c. U-shape	c. 30-40	c. 30-43	c. 15-18
d. Classroom	d. 40-50	d. 32-36	d. 16-20
Half Day (4 hrs; 0900-1300 or 1300-1700)	HK\$18,000 (*HK\$12,600)	HK\$8,000 (*HK\$5,600)	HK\$3,500 (*HK\$2,450)
Full Day (0900-1700/ 8 hrs)	HK\$32,000 (*HK\$22,400)	HK\$18,000 (*HK\$12,600)	HK\$6,000 (*HK\$4,200)
Two Consecutive Days (0900-1700/ 8 hrs)	HK\$50,000 (*HK\$35,000)	HK\$35,000 (*HK\$24,500)	HK\$11,000 (*HK\$7,700)
Additional Hour (per hour)	HK\$5,000 (*HK\$3,500)	HK\$5,000 (*HK\$3,500)	HK\$1,000 (*HK\$700)

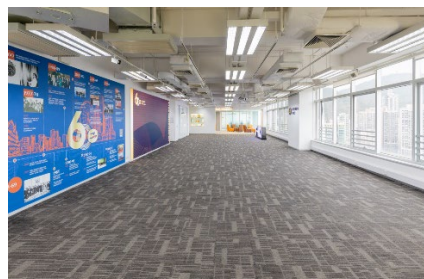
**Remarks:**

**1. The above rates only include tables, chairs and license fees. Users are responsible for other expenses incurred, such as LED screens, equipment, cleaning, F&B, insurance, etc.**

**2. FHKI members are entitled to a 30% discount off the standard rates. (\*discounted price for members)**

**Address: 31/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon**

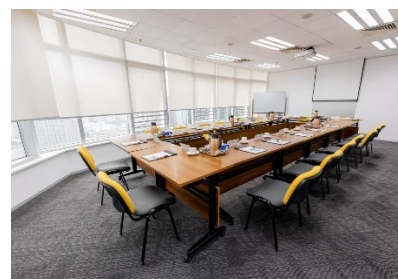
**(close to Lai Chi Kok MTR Station Exit A)**



Exhibition Hall



Conference Room



Meeting Room



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**Charges for Other Equipment & Services:**

Item	Half Day Rate (4hrs)		Full Day Rate (8hrs)
	<b>Basic Setup Package (for Exhibition Hall/Conference Room):</b> LED Wall (5.6m x 2.5m), 1 x Notebook, 3 x Wireless Microphones, 1 x Pointer, 1 Podium, Tables and Chairs, 30 mins On-site IT Support (within the leasing period on event day)	HK\$3,000	
<b>Advanced Setup Package (for Exhibition Hall/Conference Room):</b> LED Wall (5.6m x 2.5m), *KVM Display Switching, 2 x Notebook, 5 x Wireless Microphones, 1 x Pointer, 1 Podium, Tables and Chairs, On-site IT Support (throughout the leasing period), 1 hour for Setup/ Testing/ Rehearsal (1 time before the event day)	HK\$4,000		HK\$6,000
<b>Basic Setup Package (Meeting Room 1/2):</b> 75" Digital Board, 1 x Notebook, 1 x Wireless Microphones, 1 x Pointer, Tables and Chairs, 20 mins On-site IT/PA Support (on event day)	HK\$2,000		HK\$3,000
<b>LED Wall (5.6m x 2.5m)</b>	HK\$2,500		HK\$3,500
<b>75" Digital Board</b>	HK\$1,000		HK\$1,500
<b>Podium</b>	HK\$300		HK\$500
<b>Wireless Microphone</b>	HK\$100		HK\$200
<b>Conference Microphone Set (5 pcs per set)</b>	HK\$400		HK\$800
<b>Computer Notebook</b>	HK\$300		HK\$500
<b>Pointer</b>	HK\$100		HK\$200
<b>Setup, Testing and Rehearsal (in advance to test the files for LED wall/projector/PA system)</b>	HK\$1,500		HK\$3,000
<b>Technical Support</b>	Hourly Rate	Half Day Rate (4hrs)	Daily Rate (8hrs)
1 Technician	HK\$500	HK\$1,800	HK\$3,200
2 Technicians	HK\$1,000	HK\$3,600	HK\$6,400

## Notes:

- No member discount is available for renting the above equipment and services.
- \* The KVM Display Switching allows quick and easy switching of the LED Wall between 2 notebooks.
- All the above equipment and furniture are subject to pre-booking and availability.
- Set up of seating for once only. Any re-set within the same day will be subject to additional labour charges.

**Food & Beverage Charges:**

Items	Price (Member)	Price (Non-member)
3 Selections of Refreshment with Tea and Coffee (30pax)	HK\$2,500	HK\$3,000
6 Selections of Refreshment with Tea and Coffee (50pax)	HK\$3,800	HK\$4,500
Additional 1 Selection of Refreshment for 30pax/ 50pax	30pax: HK\$280 50pax: HK\$400	30pax: HK\$350 50pax: HK\$480
Executive Buffet with tea and coffee (per head)	HK\$350	HK\$400
Catering Waste Disposal Fee	HK\$800 per event	

Note: Bringing outside food, beverages and alcohol are prohibited. The menu will be updated periodically.



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**Booking Remarks:**

1. The price mentioned above includes lighting, air conditioning, 3-phase electricity and WiFi.
2. A **mandatory cleaning and sanitisation fee of HK\$600** is required for each booking.
3. A **refundable security deposit equal to 20% of the venue rental cost** is required for each booking.
4. Pre-event Sanitisation Fee – HK\$3,000 per room per event (optional).
5. All venue rental reservations are available only during office hours (Monday to Friday, 9:00 am -5:00 pm).
6. An **additional 20% surcharge** will be applied for any venue rental reservations made for **non-office hours**.
7. **Move-in & move-out times are included in the leasing period.** Extending move-in and move-out times will incur additional charges based on hourly rates.
8. For more details, please refer to the terms and conditions.

**Enquiry and booking**

Jenny Choi/ Yuki Tsang

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Email: [jenny.choi@fhki.org.hk](mailto:jenny.choi@fhki.org.hk) / [yuki.tsang@fhki.org.hk](mailto:yuki.tsang@fhki.org.hk)



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## Marketing and Other Supporting Services

A. Marketing Services	Price (Member/ Non-member)
<p><b>1. FHKI Website Banner</b></p> <p><u>Material Requirements:</u> Size: 1280 x 720 pixel Format: JPG, PNG File size: &lt; 1MB Hyperlink: One landing URL for one banner</p>	<p><b>1 month</b> - HK\$5,780/HK\$6,800 <b>3 months</b> - HK\$15,300/ HK\$18,000 <b>6 months</b> - HK\$28,560/ HK\$33,600</p>
<p><b>2. Weekly What's On Banner</b></p> <p><u>Material Requirements:</u> Size: 700 x 218 pixel Format: JPG, PNG File size: &lt; 1MB Hyperlink: One landing URL for one banner Booking deadline: 1 week in advance Material deadline: noon, Tuesday of the week Publishing date: Every Wednesday</p>	<p>HK\$4,250/ HK\$5,000</p>
<p><b>3. eDM Marketing</b></p> <p>a. eDM to FHKI database – one round (eDM design provided by clients)</p> <p>b. eDM to FHKI database – two rounds (eDM design provided by clients)</p> <p>c. eDM Design Service (2 times revision)</p> <p><u>Material Requirements:</u> Size: 600 pixel (Width) Format: JPG, PNG File size: &lt; 1 MB Hyperlink: One landing URL</p>	<p>a. HK\$6,000/ HK\$7,000 b. HK\$10,000/ HK\$12,000 c. HK\$4,000/ HK\$5,000</p>



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4. Hong Kong Industrialist 香港工業家	1 issue	2 issues	4 issues
Position & Size: - Outside Back Cover - Inside Front Cover - First Page - Inside Back Cover - Double Page Spread - Full Page - Half Page - Advertorial (4 pages)	HK\$16,830/HK\$19,800 HK\$15,130/HK\$17,800 HK\$14,280/HK\$16,800 HK\$13,430/HK\$15,800 HK\$22,780/HK\$26,800 HK\$12,580/HK\$14,800 HK\$9,180/HK\$10,800 TBC (based on content)	HK\$30,260/HK\$35,600 HK\$27,200/HK\$32,000 HK\$25,670/HK\$30,200 HK\$24,140/HK\$28,400 HK\$40,970/HK\$48,200 HK\$22,610/HK\$26,600 HK\$16,660/HK\$19,600 TBC (based on content)	HK\$57,120/HK\$67,200 HK\$51,340/HK\$60,400 HK\$48,280/HK\$56,800 HK\$45,560/HK\$53,600 HK\$77,180/HK\$90,800 HK\$42,500/HK\$50,000 HK\$30,600/HK\$36,000 TBC (based on content)
B. Other Logistic Support Services		Price (Member/ Non-member)	
<b>1. Zoom Conference / Webinar Services for Exhibition Hall and Conference Room</b>  <u>The equipment and service below will be provided:</u> <ul style="list-style-type: none"> <li>- Digital Board x 1</li> <li>- Webinar software: Zoom</li> <li>- HD Webcam x 1</li> <li>- Notebook/ tablet x 1</li> <li>- Speakerphone x 2</li> <li>- Onsite setup (30 mins)</li> </ul>		HK\$2,000/ HK\$3,500	
<b>2. Online Enrollment Services</b>  <u>The services below will be provided:</u> <ul style="list-style-type: none"> <li>- Setup online application form</li> <li>- Handle the application enquiries</li> <li>- Generate the registration list</li> </ul>		HK\$1,300/ HK\$1,800	
<b>3. On-site Registration Services</b>  <u>The services below will be provided:</u> <ul style="list-style-type: none"> <li>- Prepare and print the name badges (max. 50 pcs; the badges must be returned after the event)</li> <li>- 1 helper at the reception counter (45 mins)</li> </ul>		HK\$1,000/ HK\$1,500	



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C. Other Services	Price
A4 Black-and-white Photocopy	HK\$1 net per copy
A4 Color Photocopy	HK\$2 net per copy
A4 Scanning Service	HK\$1 net per page

**Remarks:**

1. All designs of the promotional materials are provided by the clients.
2. The above services are subject to availability.



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### Appendix 1:

#### **Billion Plaza Facility**

LED Wall (5.6m x 2.5m) at Exhibition Hall



LED Wall (5.6m x 2.5m) at Conference Room



75" Digital Board





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Conference Microphone



Wireless Microphone



Table (70cm x 140cm)



Chair



Podium (75.5cm x 102cm)





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## Terms and Conditions for FHKI Venue Rental

In these Terms and Conditions, "the FHKI" shall mean Federation of Hong Kong Industries acting through its authorised representative, and "the Hirer" shall mean the person or company to whom the FHKI rents the venue, equipment and/or provides services.

### Disruption by Force Majeure Event

If a Force Majeure event prevents or hinders FHKI and/or the hirer from fulfilling the substance of a part or parts of its obligations under the Lease Agreement, or if FHKI reasonably expects that a Force Majeure event may do so, FHKI may by notice to the Client either (i) terminate the Lease Agreement or (ii) suspend the Scheduled Event of the FHKI's obligations under the Lease Agreement.

### Arrangement for Adverse Weather

- The FHKI will remain open when the Amber or Red rainstorm signals, as well as a lower typhoon signal No.1 or No.3 are raised during the Scheduled Event open periods.
- When the black rainstorm signal, the typhoon signal No.8 or higher, or "extreme conditions" is raised or officially anticipated to occur by Hong Kong Observatory, the Hirer shall have the right to cancel or suspend the Scheduled Event. However, the Hirer hereby acknowledges and agrees with this provision and shall not have any recourse against FHKI for any costs, claims, losses, damages, liabilities or other expenses of whatsoever nature arising due to such cancellation or suspension.
- In the event of cancellation or suspension of the Scheduled Event under black rainstorm signal, the typhoon signal No.8 or higher, or "extreme conditions", FHKI and the Hirer may discuss rescheduling the Scheduled Event and enter into a new lease agreement within 60 days from the date of cancellation or suspension. Should the new lease agreement be signed, the Lease Fee already paid by the Hirer under this Lease Agreement shall be transferred and or accounted into the new lease agreement thereof.
- If no rescheduling of the lease agreement is signed or agreed upon between both parties herein, the Lease Fee paid by the Hirer shall be forfeited in total and the Hirer hereby acknowledges and agrees that no further compensation nor liability of whatsoever nature shall arise from FHKI to the Hirer in respect to this Lease Agreement.
- The Hirer should inform its potential patrons or attendees that the Scheduled Event may be cancelled or suspended.

### Cancellation of Scheduled Event by the Hirer

- FHKI may, but shall not be obliged to, allow the Hirer to cancel the Scheduled Event. If FHKI does allow the Hirer to cancel the Scheduled Event, the Hirer must pay FHKI the outstanding balance as specified below, upon the date of cancellation.
- The amount payable for cancellation is determined as follows:
  - If the cancellation occurs within **2 weeks** before the event day, the Lessee must pay **30%** of the lease fee stated in the Lease Agreement.
  - If the cancellation occurs within **1 week** before the event day, the Lessee must pay **100%** of the lease fee stated in the Lease Agreement.

### Intellectual Property Rights

If the Scheduled Event will involve any performance of live or recorded music, any film or video presentation, or other copyright material, it is Hirer's responsibility to obtain any necessary licences or permits related to the intellectual property rights (copyright) for the Scheduled Event.



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### Indemnity

The Hirer shall indemnify FHKI against all costs, liabilities, damages and expenses suffered or incurred by the Hirer in connection with, or arising out of, the following:

- Personal injury, loss or damage to property suffered by any exhibitor, sub-leasee, contractor, sub-contractor, agent of any of them or of the Hirer or by any employee of any of those persons or by any Relevant Authority.
- Any failure by the Hirer to observe and comply with the provisions.

### Health and Safety

The Hirer shall at all times conduct its activities at the FHKI and shall ensure that all exhibitors, sub-leasees and their contractors, subcontractors, agents and employees as well as the performers and the participants of the Scheduled Event shall carry out their activities at the FHKI Centre:

- in strict compliance with all relevant health and safety legislation and related regulations and guidelines from time to time in force;
- in compliance with all such measures as may reasonably be prescribed by FHKI from time to time for the maintenance of a safe and hygienic workplace and environment; and
- generally, in a safe, healthy, and hygienic manner, so as not to present either

### Disposal of Waste

- End of the Lease Period, the Hirer is responsible for removing all structures, goods, waste and other materials from the Leased Area. The Hirer shall also vacate the Leased Area and return it to the FHKI in a good, clean and tidy condition.
- The wash basins and water closets in the toilets at FHKI must not be used for disposing of any form of waste, food or rubbish. The cost of clearing blockages in the drainage system and of any other work undertaken by FHKI arising from non-compliance with this Regulation will be charged to the Hirer.
- The following activities are not covered in the FHKI's standard cleaning services. FHKI will charge the Hirer additional fees for these items:
  - (i) Collection and removal of waste materials generated by working demonstrations of meetings, conferences or exhibits;
  - (ii) Removal of oil spillage, paints and other liquids from the floors and walls of the Leased Area or at the FHKI area;
  - (iii) Removal and disposal of abandoned crates, stand fittings, other materials and items within the Leased Area or at the FHKI area.

### Use of the Leased Area

- The Leased Area shall not be used for any illegal or immoral purpose and the FHKI reserves the right to remove all materials which in its sole opinion may be considered offensive or obscene. The Leased Area shall not be used for the purposes of betting or gambling.
- The Leased Area shall be used solely for the purpose of the Scheduled Event and the Hirer shall not permit any exhibit or any category of exhibit which does not properly fall within the description of the Scheduled Event.

### Lost Property

All lost property found at the venue shall be handed to FHKI.

### Owners' Property and Security

- All goods and other property brought into the Leased area are brought at the Hirer's risk, and FHKI does not accept any such goods or other property into its charge or control and shall not be in any way responsible for any theft, loss or damage thereof.
- FHKI shall not be responsible for any personal belongings of the Hirer, its employees, contractors, service providers, agents and any other party that are brought into any part of FHKI and shall not have any responsibility or liability for any theft, loss and/or damage to any of such personal belongings.

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**Lighting**

The lease fees include the provision of general lighting in public and external circulation areas and the leased venues during the leased period of the Scheduled Event. Adequate lighting will be provided during the move-in and move-out periods.

**Air-Conditioning and Ventilation**

Full air-conditioning is provided in the Leased Area during the Scheduled Event. Adequate air-conditioning will be maintained during the move-in and move-out period. No air-conditioning will be provided during the FHKI non-office hours.

**FHKI reserves the final right of discretion in case there is any dispute.**