



香港 | HONG KONG
國際機場 | INTERNATIONAL
AIRPORT
Our ref: TBU/AO/321/2007L

26 July 2007

Dear All,

Re: Tour Group Information Counter

On behalf of the Authority, I would like to express gratitude on the renting of our Tour Group Information Counters in the Hong Kong International Airport during Summer holidays. As usual, the Information Counters located at both Aisle A & K at the Departure Hall in the Hong Kong International Airport's Passenger Terminal Building 1 (T1) will continue to be rented to local tour companies as an information or service counter in order to provide such services to our valued customers.

Attached please find the respective counter rent fee, Terms and Conditions of Use for your easy reference. Should you have further enquiry, please feel free to contact Mr. Frank Tang at 2183 2012 (email: frank.tang@hkairport.com) or undersigned at 2182 2025.

Yours sincerely,

Jolaine Chan
Assistant Terminal Manager – Airline Operations
Terminal Business Unit

Encl.

Tour Group Information Counter (2007)

Pricing and General Information Counters Leasing in PTB

1. Counter package

\$ 7,500 per unit (one unit equal to 14 days period or any period shorter than 14 days)
Remarks: 1. The above package is effective from <u>01 July 2007 to 31 August 2007</u> and all the bookings must be made at least 7 days prior to the effective date. * <i>The signage fee is not inclusive from the above package</i>

2. Application procedure

2.1 All applicants must complete the "Tour Group Information Counter Request Form" together with a cheque for the appropriate amount made payable to "Hong Kong Airport Authority" and posted to the following address:

Ms. Jolaine Chan
Terminal Business Unit – Airline Operations
HKIA Tower, 1 Sky Plaza Road,
Hong Kong International Airport
Lantau

2.2 The application must be submitted 7 days prior to the date of use for process.

2.3 Upon unavailability of counters, the amount will be refunded in full and posted back to applicant address.

3. Signage

There will be a space for one (1) signage display at each counter. The applicant is obliged to prepare their own signage for display in the dimension of 410mm (h) x 680mm (w) x 5mm (d).

4. Insurance Requirement

The limit required under the public liability insurance for our proposed counters would be HK\$5 million any one occurrence and unlimited to the number of claims in the joint name of Airport Authority and the applicant.

Basic Terms

- i. General Premises / Third Party Liability covering death/bodily injury/property damage of third party arising out of the occupation of the Licensed Area & operations therein.
- ii. AA as added insured but in case of claims by AA against insured, AA deemed third party.
- iii. Underwriter to hold harmless and waive rights of subrogation against AA and to indemnify AA against all claims for damages arising out of any operation in or occupation of the franchisee/operator in the Licensed Area.

Show the amount of deductible. The applicant can provide us a quotation stating the name of insured, name of insured insurer, coverage provided, business covered, geographical limit, indemnity limit, deductible level, period of insurance, etc. together with the policy jacket, wording of any special clauses / exclusions / & clauses such as cross liability clause (with detailed wordings), etc. for our review before arranging the insurance.

Tour Group Information Counter

Terms and Conditions

[Name of Tour Agent] (the "Tour Agent") agrees to and undertakes with the Airport Authority (the "Authority") as follows:-

1. Fee

The Tour Agent shall pay the fee of [TOTAL AMOUNT IN HK\$] to the Authority in one lump sum by no later than [Date].

2. User

The Tour Agent shall not use or permit to be used the Counters for any purpose other than for giving information to the tour group customers of the Tour Agent. Promotion, sales, distribution of tour brochures, storage of baggage or any other activities at the Counters are not allowed.

3. Signs and Advertisement

The Tour Agent shall not erect or display any sign, notice or advertising material (other than the Tour Agent's trading name, namely [ENGLISH/CHINESE]) in or upon the Counters.

4. Assignment

The Tour Agent shall not assign, transfer, license, sub-license or otherwise part with the possession of the Counters or any part thereof or any interest therein, without the prior written consent of the Authority.

5. Trade Licences

The Tour Agent shall obtain and maintain all trade licences necessary in connection with the use of the Counters and the operations carried out thereat by the Tour Agent.

6. Access to Check-in Area

The Tour Agent acknowledges that access to airline check-in area is strictly prohibited.

7. Restriction on Alterations

The Tour Agent shall not make any addition or alteration to the Counters or the fixtures and fittings thereof of any nature whatsoever whether structural or non-structural.

8. Illegal Use

The Tour Agent shall not use or permit the Counters or any part thereof to be used for any illegal, unlawful or immoral purpose.

9. Crowd Control

The Tour Agent shall establish crowd management measures as and when required and at least 10 minutes prior to commencement of operations at the Counters or any part thereof and shall quickly remove such measures upon completion of the last operation thereat. All crowd management measures must not exceed 4.5 metres from frontage of the respective Counters.

10. Cleaning

The Tour Agent shall keep the Counters at all times in a clean, tidy and sanitary state and condition.

11. Fire Prevention

The Tour Agent shall train all its personnel in fire prevention and about the Tour Agent's internal emergency procedure and take all practicable and proper precautions for the prevention of fire risks at the Counters.

12. Access of the Authority

The Authority, its employees, contractors or agents shall have access to the Counters at any time to inspect the Counters or to effect any cleaning, maintenance or alteration to the Counters, without incurring any liability to the Tour Agent whatsoever.

13. Compliance with the Authority's Requirement

The Tour Agent shall observe and comply with the requirements, instructions or directions given by the Terminal Manager of the Authority's Airport Operation Control Centre ("AOCC") from time to time in connection with the use of the Counters.

14. Report of Defect

The Tour Agent shall immediately report to the Authority's AOCC (Tel. **No.2181-8110**) if any fixture, fitting or facility at the Counters is damaged or becomes defective.

15. Compliance with Laws and Regulations

The Tour Agent shall and shall procure that its employees, contractors or agents shall comply with all applicable laws and regulations.

16. Closure

The Authority may at any time close or restrict the access of the public to the passenger terminal building or any part thereof (including the Counters or any part thereof) due to security, safety or operational needs at the Airport. The Tour Agent shall have no claim of whatsoever nature against the Authority.

17. Early Termination

The Authority shall be entitled to immediately terminate this agreement if the Tour Agent shall commit a breach of any of the terms and conditions of this agreement.

18. Consequences of Termination

Upon expiry or earlier termination for any reason of this agreement, the Tour Agent shall, at its own cost and expense and without any payment from the Authority, immediately vacate and hand over to the Authority absolutely the Counters (including all fixtures and fittings) and reinstate the Counters to their original state of condition.

19. Indemnity

The Tour Agent shall indemnify the Authority from and against all costs, claims, expenses, demands and liability whatsoever arising out of the occupation and use of the Counters and/or the breach of any of the terms and conditions of this agreement.

20. Law

This agreement shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region of the People's Republic of China.

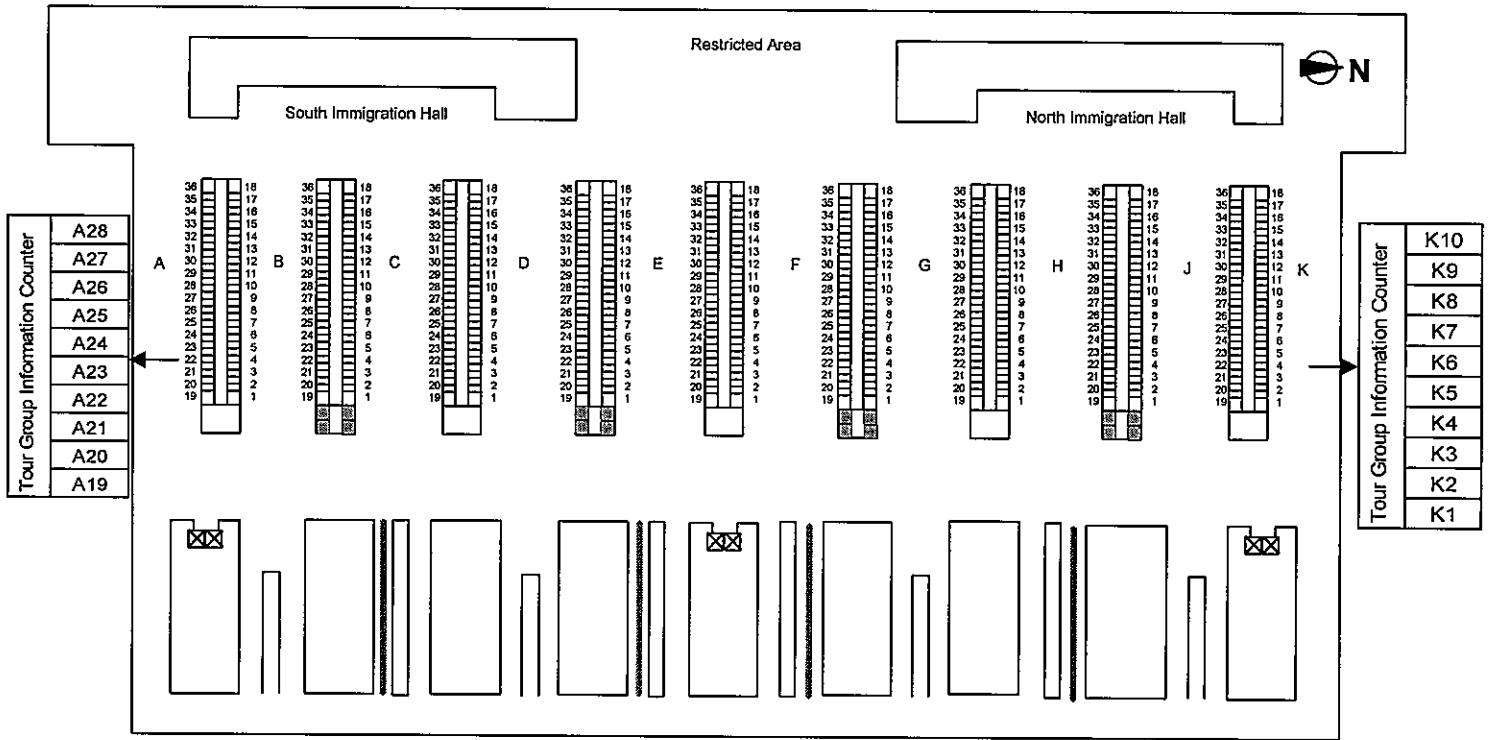
21. No Interest in Land

Nothing herein shall create a relationship of landlord and tenant as between the parties hereto or give the Tour Agent any estate or interest in the Counters other than that of a licence.

22. Insurance

The Tour Agent shall throughout the licence period effect with insurers or underwriters approved by the Authority a policy or policies of insurance in the joint names of the Authority and the Tour Agent covering in terms satisfactory to the Authority (including the indemnity contained in Clause 19 and a cross liability clause) including but not limited to comprehensive general liability insurance for a sum not less than HK\$5 million in respect of any one occurrence or series of occurrences arising out of one event and unlimited as to the number of claims which may be made during the period of the policy or policies. The Tour Agent shall upon demand at any time produce the said policy or policies of insurance for inspection by the Authority.

Location Map of Tour Group Information Counter



Tour Group Information Counter Request Form

Part I: Applicant				
Applicant Organization:				
Contact Person :		Title/Position:		
Contact No. or Email Address:		Contact Fax No.		
Contact Address:				
Part II: Booking Request				For internal office use only
COUNTER PACKAGE TYPE : *				
Start Date (ddmmyy)	End Date (ddmmyy)	Number of Counter Required	Unit Price (HK\$)	Sub Total (HK\$)
			Grand Total (HK\$)	
Part III: Estimate Tour Group Size				
Departure Date	Number of Group	Group Size (approx.)	Carrier / Flight No.	

* The use of counters are bounded by the Terms and Conditions of Tour Group Information Counter

Completed Form Send to:
 Airline Operations, Terminal Business Unit
 Fax: (852) 2182 9412 email: frank.tang@hkairport.com