

Dear Sir / Madam,

**Tender Reference No. ATPHKTO/2023/006**  
**Invitation to Tender for the Venue Setup Contractor for the**  
**Bank of China Hong Kong Tennis Open 2024**

You are invited to submit a tender for the Venue Setup Contractor for the Bank of China Hong Kong Tennis Open 2024 (“**Event**”) as specified in the tender documents.

1. Your tender proposal should be submitted, **in copies specified in the tender**, in **two separate sealed envelopes** with labels as specified in paragraph 2 below, no later than **12:00 noon on 4 November 2023** (Hong Kong time) into the tender box located at the office of **Hong Kong Tennis Open Event Management Limited (“HKTOEM”)** - Room 1021, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong. Tenders submitted after the above time or tenders deposited at a place other than that stated above will **NOT** be considered.
  2. The labels for the two sealed envelopes shall be specified as follows:
    - a. Label with “**Technical Proposal** for Venue Setup Contractor for the Bank of China Hong Kong Tennis Open 2024”
    - b. Label with “**Fee Proposal** for Venue Setup Contractor for the Bank of China Hong Kong Tennis Open 2024”
- Please note that the envelope labelled with “Technical Proposal” shall **NOT** include any pricing details. Failure to do so will render the tender null and void.
3. The tenderer shall provide the completed “Company information” as provided in Annex 3 of the tender invitation, containing basic information of the interested tenderer.
  4. In the event Typhoon Signal No. 8 (or above) or Black Rainstorm Warning is still hoisted at 9:00 a.m. on the tender closing date, the closing time will be automatically postponed to 12:00 noon of the next working day.
  5. Neither HKTOEM nor any of its related party is bound to accept any proposal it may receive.
  6. It should be noted that HKTOEM will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.
  7. An interview session may be arranged on the week of 13 November 2023 at HKTOEM office.

HKTOEM will inform the shortlisted tenderers the details of the interview schedule after the tender closes on 4 November 2023.

8. All tender documents can be downloaded from the Hong Kong, China Tennis Association (HKCTA) website: <http://www.tennishk.org/en/about-us/tender-information>.
9. For queries regarding this tender invitation and/or tender process, please contact Ms. Olivia TSE at 2504 8266 or via email: [procurement.hkto@tennishk.org](mailto:procurement.hkto@tennishk.org).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lai', followed by a period.

Christopher Lai  
Chief Executive Officer

Encl.

**Tender Reference No. ATPHKTO/2023/006**  
**Invitation to Tender for the Venue Setup Contractor for the**  
**Bank of China Hong Kong Tennis Open 2024**

**Please adhere the following labels on separate sealed envelopes of your submitted tender.**

**“Confidential”**

**Technical Proposal**

Hong Kong Tennis Open Event Management Limited  
The Tender Box  
Room 1021, 1 Stadium Path,  
So Kon Po, Causeway Bay, Hong Kong

Ref: No.: ATPHKTO/2023/006

Venue Setup Contractor for the Bank of China Hong Kong Tennis Open  
2024

Name of Tenderer: \_\_\_\_\_

**“Confidential”**

**Fee Proposal**

Hong Kong Tennis Open Event Management Limited  
The Tender Box  
Room 1021, 1 Stadium Path,  
So Kon Po, Causeway Bay, Hong Kong

Ref: No.: ATPHKTO/2023/006

Venue Setup Contractor for the Bank of China Hong Kong Tennis Open  
2024

Name of Tenderer: \_\_\_\_\_

# Tender Documents for Venue Setup Contractor for the Bank of China Hong Kong Tennis Open 2024

## **Employer**

Hong Kong Tennis Open Event Management Ltd (“HKTOEM”), a subsidiary of Hong Kong, China Tennis Association

Room 1021,  
1 Stadium Path, So Kon Po,  
Causeway Bay,  
Hong Kong

October 2023

## 1. Introduction

With the goals of furthering tennis development in Hong Kong and boosting the city's status as an international city and events hub, Hong Kong, China Tennis Association ("HKCTA") has partnered with event license holder IMG to bring an ATP men's professional tennis event to Hong Kong for the first time since 2002.

Hong Kong Tennis Open Limited ("HKTOEM"), a subsidiary of HKCTA, has thus been established to organise the ATP Hong Kong Tennis Open (the "Tournament" or the "Event"). The Tournament will receive its operating funding primarily through its title sponsor Bank of China, support from the HKSAR Government, and various co-sponsors. As the first ATP event in Hong Kong in more than 20 years, the Tournament is positioned to be a major draw for sports fans in the region as it forms part of one of the most established and popular sports tours globally.

The ATP 250 level tournament will be held at Victoria Park Tennis Stadium, Causeway Bay from **31 December 2023 to 7 January 2024** with total prize money of more than US\$650,000 and a 28-player singles draw. It takes place in the first week of the ATP's 2024 season and is followed by the Australian Open in Melbourne two weeks later, making it a key event in the Grand Slam preparation for players.

## 2. The Tournament

The Tournament is positioned as a high-profile, major international event featuring global stars and the highest level of professional tennis. The Tournament is a meaningful and remarkable event for Hong Kong, HKCTA and title sponsor Bank of China, being the first ATP event in the city in more than two decades and in a post-pandemic landscape, one of the highest profile new events to launch in the region. The Tournament wishes to showcase the professionalism, power and passion of the ATP players competing, whilst highlighting the fun and festivity of the event for sports lovers as well as the general public.

The overarching theme of the event is centred around 'connectivity'- connecting Hong Kong with the global community through this high-profile international event, connecting Hong Kong with the ATP Tour and men's tennis once again, connecting the Bank of China with current and potential new customers, and connecting with sports fans both local and overseas.

Its secondary theme is of 'festivity' with entertainment and an atmosphere of fun & joy being key components of the Event, and Bank of China wishes to reach a younger demographic through the Tournament and connect with individuals from the next generation. Additionally, HKCTA and the Tournament wish to connect with the local community, and encourage participation in tennis and sports generally through CSR events, whilst also advancing elite player development through active participation in the Tournament and inspiring future generations of players.

The Tournament will be held at Victoria Park Tennis Stadium, in which the main stadium and two additional show courts will be used to play matches, as well as courts allocated as practice courts. Matches for the qualifying rounds on 31 December and 1 January (morning) will be free of charge, with paid ticketing

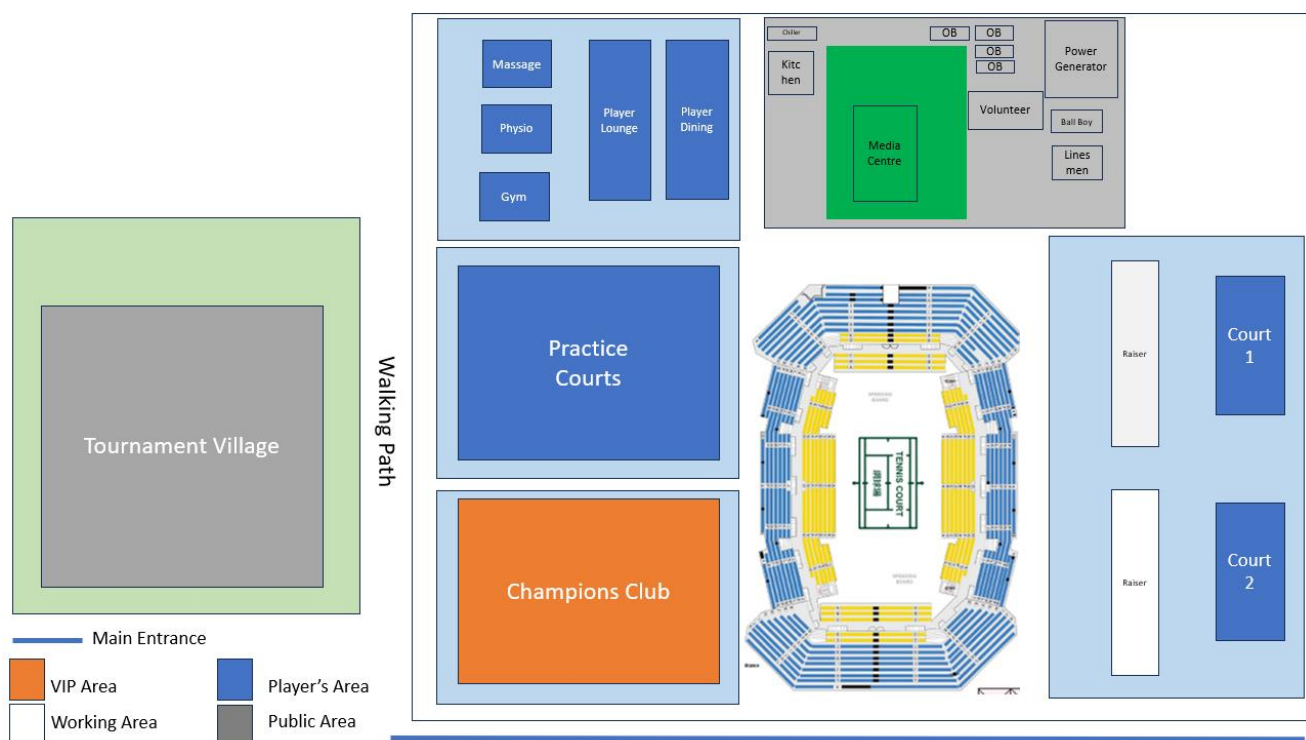
starting for main draw matches starting on the afternoon of 1 January onwards. The detailed match schedule and pricing details will be finalised at a later stage. Centre Court houses a maximum of 3,600 spectators, while matches held at the two show courts together can house 500 – 600 spectators. (See rough floor plan below)

Apart from the core tournament activities at the stadium, the Tournament Village will be built in the Central Lawn, which is adjacent to the stadium. It will provide food, beverages, activities and entertainment to ticket holders and the general public. The Village will embrace the fun/festivity/carnival aspects of the Tournament theme with its entertainment offerings. The intimate location of the Village, just steps away from the Centre Court stadium and will provide the tournament with a convenient and connected guest and fan experience.

The draft floorplan (figure 1) is as below, it includes the following areas:

- a) Match courts
- b) Player's area
- c) VIP area
- d) Tournament Village (Public)
- e) Working area

Figure 1: Drafted floorplan



The tentative tournament schedule is as follows:

31 December (Sunday) – 1 January (Monday)	Singles Qualifying (16 draw – 12 matches)
1 January (Monday) – 7 January (Sunday)	Singles Main Draw (28 draw – 27 matches)
1 January (Monday) – 7 January (Sunday)	Doubles Main Draw (16 draw – 15 matches)

Matches for Main Draw are likely to be played between 2pm and 11pm:

	Mon Jan 1	Tue Jan 2	Wed Jan 3	Thur Jan 4	Fri Jan 5	Sat Jan 6	Sun Jan 7
MATCH STARTING TIME*	2 pm	2 pm	2 pm	2 pm	1 pm	1 pm	1 pm

\*Gates will open 1 hour before the commencement of matches

\*Tentative Match Schedule - this document is strictly for reference only and is subject to final confirmation by ATP and the Tournament

### 3. Our Value Proposition

The Tournament's long-term goal is to stage a high-profile, world-class international tournament that showcases the best of men's tennis, capturing the imagination of the local community as well as a global audience and shining a spotlight on Hong Kong and its status as an events, tourism and financial hub. It aims to connect Hong Kong globally whilst promoting tennis to the people of Hong Kong and encouraging sports and a healthy lifestyle through a joyful, entertainment filled spectacle. Through Tournament activities and the tournament itself, we aim to boost interest in tennis, expand our spectator fan base, and develop players at the grassroots and professional level in Hong Kong.

### 4. Target Audience

The key target audience includes the following:

4.1 Primary target: spectators who buy tickets to watch the tournament. They are likely amateur players participating in tennis in various private clubs and sports clubs, or sports enthusiasts. Mostly in the age range of 25 – 65.

4.2 Secondary target: Mass general public, with focus on younger people and young families. The tournament village is open to all. We aim to encourage parents to bring along children (aged 3 – 15) and promote healthy outdoor activities to primary / secondary school students.

### 5. Purpose of the Tender

The purpose of the Tender is to solicit proposals to establish a contract with a qualified Venue Setup Contractor ("Company") for providing the design and construction of the Tournament Venue. Based on your company's background, experience and expertise, interested Company can opt to submit a proposal for all or selected service categories as listed in Items (A1) to (C2) (please refer to Section 6(g) for details). This tender document sets out the requirements and selection criteria to be used.

## 6. Tender and Proposal Contents

Tender and proposal submitted should include the followings:

- a. **Background of the Company** (in Technical Proposal)
  - i. Company profile and background
  - ii. Expression of Interest, Warranty and Company Information (Annex 1, 2 and 3)
- b. **Company's staff resources** to be put in this project (in Technical Proposal)
  - i. Details of servicing team for providing services for the Tournament described in this tender document, including their background, expertise and experience in similar projects
- c. **Credentials** (in Technical Proposal)
  - i. Experience in providing services of similar nature and scale, including sporting events within/outside Hong Kong. (It is recommended to provide more details in terms of no. of spectators and duration of such events the Company has previously provided services.)
  - ii. Testimonials from previous clients
- d. **Details of design concepts** for Tournament Village and other areas in the tournament venue (in Technical Proposal)
- e. **Project Plan** in the form of a linked bar chart identifying the critical path, including but not limited to the following activities (in Technical Proposal):
  - i. **Design and planning** – preliminary design
  - ii. **Detailed design and development** – prepare detailed design plan and final perspective drawings to HKTOEM for final approval
  - iii. **Procurement Activities** – procurement for fit-out works and all related facilities as mentioned in the proposal
  - iv. **Construction Activities** – key elements of construction including flooring, marquee installation, testing and commissioning
  - v. **Moving-in Activities** – HKTOEM tournament office and sponsors/vendors moving in to the venue for setup and operation
  - vi. **Dismantle Activities** – Dismantle and moving out of HKTOEM tournament office and sponsors/vendors equipment for handover of the venue to Victoria Park
  - vii. **Risk Management** – Contingency Plan to cater for different scenarios under inclement weather conditions, e.g. what measures to be taken during heavy rain or Typhoon Signal / Rainstorm Signal hoisting; and under what circumstances, the Tournament Village has to shut down & the follow up plan to resume the Village.
- f. Company is required to provide **TWO** lists (one should be submitted in the **Technical Proposal without any cost information** and another identical list **with a column showing the unit costs and the overall project costs submitted in the Fee Proposal**) detailing each component mentioned in (d) above for each design concept, including:



- i. Details of marquees (including material, size, sidewalls, doors, flooring, carpet, no. of sockets, electricity supply, water source, lighting, etc.)
  - ii. Details of air-conditioning units (including no. of units and house power required, etc.)
  - iii. Waste Tanks (including collection and pumping)
  - iv. Spectator stands (including no. of seats available)
  - v. Plants (including types and number of plants required with reference photos)
  - vi. List of furniture (including no. of chairs, tables, table covers, etc. with reference photos)
  - vii. Provide details and specification of TVs and LED walls.
  - viii. Any other items as suggested in the design concepts.
- g. In the Fee Proposal, please provide a clear breakdown of professional and production fees (or proposed fee schedules/rate cards) for the **design and construction of tournament venue**. Please note that the **maximum amount of budget for Item A1-A2 of this contract, including ALL 3<sup>rd</sup> party production fees, should NOT exceed HK\$6 million.**

HKTOEM is in progress of seeking additional funding. If company can propose **enhancement** of Tournament Village such as upgrading design or activities which exceeds **HK\$6 million**, please include the **additional amount in C1** under Optional items in Fee Proposal and submit the **separate detailed design plan in Technical Proposal**.

Fee Proposal for Required Items:		
No.	Items	Costs
A1	Design and construction of tournament venue	
A2	Furniture and plants	
	<b><i>Sub-total (this part cannot exceed HK\$4.4M):</i></b>	
B	Contingencies Contingency to be expended in whole or in part as directed by HKTOEM or wholly deducted from the contract sum if not required	<b>\$100,000</b>
	<b><i>Total Cost for Design and Construction of Tournament Village:</i></b>	
	<b><i>Grand Total:</i></b>	
Fee Proposal for Optional Items:		
No.	Items	Costs
C1	Enhancement of Tournament Village <i>(Company may set more than one optional budget based on different levels of enhancement)</i>	
C2	Contingency Plan of venue setup for Inclement Weather (cost for resuming Tournament Village if shutting down is required)	

If there is additional cost to resume the Tournament Village when shutting down or dismantle is

required due to inclement weather, please include the additional amount in E2 under Optional items in Fee Proposal and submit the detailed plan and follow up actions in Technical Proposal.

Please summarize the total project costs to HKTOEM in the table format which can be downloaded from 6b.

HKTOEM can however, at its sole discretion, decide to increase, decrease or even remove any particular listed item(s) with the project costs being adjusted according to the price lists submitted. Company hereby acknowledges that there will not be any claim for loss of profit as a result of any such reduction in the scope of works.

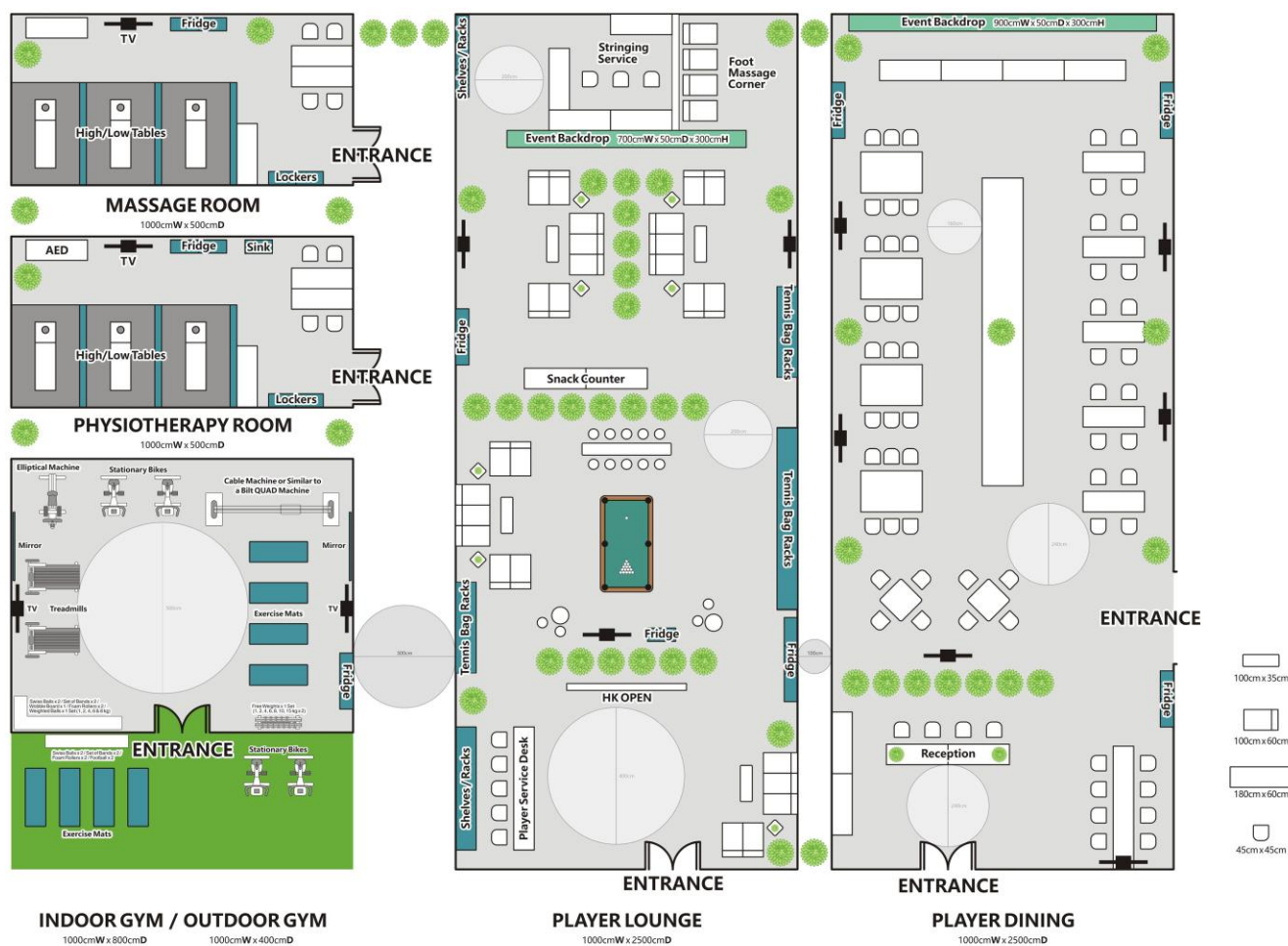
On the other hand, HKTOEM can offer free complimentary tickets as a barter deal for reduction in cost and/or supporting the joint promotional activities via Company's various channels and database. Please also indicate any such proposal in the Fee Proposal.

h. Any proposal of an agreement for 1, 2 or 3 years is welcome, but not obligatory.

Note: The tender submitted may be invalidated if the information in the tender submission is incorrect or the required documents as listed in Section 6 are not provided together with the tender document.

## 7. Other Requirements

- Floorplan of the Players' area (located in court 1-3), please exclude the gym equipment from proposal



- Full item list

Please download excel version from [https://www.tennishk.org/wp-content/uploads/2023/10/List-of-Requirement-for-Venue-Setup\\_ATPHKTO2024.xlsx](https://www.tennishk.org/wp-content/uploads/2023/10/List-of-Requirement-for-Venue-Setup_ATPHKTO2024.xlsx)

### Remarks:

- HKTOEM welcomes any idea in reducing the number of marquees and any other better arrangement or suggestion on the setup items without affecting the operational needs. Please highlight such suggestions in the Technical Proposal.
- Company has to be responsible for any damage to the venue in connection to the services provided to HKTOEM under this tender.
- Company has to comply with any regulatory requirements, restrictions, etc., in relation to the service provided to HKTOEM under this tender, including those imposed by the Government of the HKSAR and the venue management company.
- The cost as listed out in the fee proposal should match with the creative design and plan provided in the technical proposal.
- HKTOEM can, at its sole discretion, decide to engage different Companies to provide services for

different items as listed in Section 7 above and to include or take out any item/project, partially or completely, in the final contract. Interested Company who submits proposal for all services/items should take this into account and provide the best estimated quotation in the Fee Proposal in case not all services/items/projects would have been awarded to the same Service Provider.

## 8. Tender Selection Criteria for A1 and A2 of Section 6(g)

The selection of the winning proposal will be based on the respective applicants' score out of 100 for the following areas:

Price (excluding the optional items):	30%
Attraction to VIP/Sponsors	20%
Attraction to General Public	20%
Theme design	20%
Demonstrated capability	10%

The criteria that will be used to assess the **Attraction to VIP/Sponsors** will be as follows:

- a) Whether the VIP area can provide a sense of privilege to VIPs
- b) Whether the overall venue setup addresses different needs of sponsors, e.g. for customer engagements, VIP recruitments, branding

The criteria that will be used to assess the **Attraction to General Public** will be as follows:

- a) Whether the venue setup can attract more general public to the Tournament Village which is free admission
- b) Whether the venue setup is attractive to general public
- c) Whether the venue setup can attract young families with children who are looking for healthy and entertaining activities

The criteria that will be used to assess the **Theme Design** will be as follows:

- a) Whether the Tournament Village can interpret the theme ('festivity' with entertainment and an atmosphere of fun & joy) and align various activities within the village
- b) Engage general public with fun-filled games and activities in the sense that we celebrate together with the general public
- c) Whether the enhancement of Tournament Village is attractive

The criteria that will be used to assess the Company's **Demonstrated Capability** will be as follows:

- a) Any work sample of relevant past projects in international and/or sports events showing the quality and ideas to develop and execute the strategies in driving awareness and spectators.
- b) Any references/testimonials provided

## 9. Others

### a. Offering Gratuities

- i) Company shall not, and shall procure that his employees, agents and sub-contractors shall not, offer an advantage as defined in the Prevention of Bribery Ordinance, (Cap 201) in connection with the tendering and execution of the Venue Setup Contractor contract.
- ii) Failure to so procure or any act of offering advantage referred to in (i) above committed by Company or by an employee, agent or sub-contractor of the tenderer shall, without affecting the Company's liability for such failure and act, will result in its tender being invalidated.

### b. Anti-Collusion

- i) Company shall not communicate to any person or entity other than HKCTA and HKTOEM the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not tender or otherwise collude with any other person in any manner whatsoever in the tendering process. Any breach of or noncompliance with this sub-clause by Company shall, without affecting the Company's liability for such breach of rules and laws or non-compliance, invalidate the tender.
- ii) Sub-clause (i) of this Clause shall have no application to the Company's communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with his consultants / sub-contractors to solicit their assistance in preparation of tender submission.
- iii) Company shall submit to HKTOEM a duly signed warranty in the form set out in Annex 2 to the effect that he understands and will abide by these clauses. The warranty shall be signed by a person authorized to sign the contract on Company's behalf.
- iv) Any breach of any of the representations and/or warranties by Company may prejudice Company's future standing as a HKCTA and its affiliate's contractor.

### c. License

- i) Company shall secure and pay for any such licenses and comply fully with any and all applicable laws, ordinances and regulations for the services provided under the Venue Setup Contractor agreement.
- ii) Company shall be liable to all damage to any property in the event venue arising from the provision of services due to the negligence of the Company or its employees.

### d. Insurance

- i) Company shall take out and maintain adequate public liability insurance with a reputable insurance company to cover all of its liabilities under ordinances, statute or at common law in respect of personal injury to or death of any person and loss of damage to property, whether real

or personal, as a result of the provision of the services under the Venue Setup Contractor agreement with a minimum limit of HK\$50 Million per incident.

- ii) Company shall take out and maintain Employee's Compensation Insurance to cover all of its liabilities under the ordinance, statute or at common law for all persons employed by Company in the provision of services under the Venue Setup Contractor agreement.

## **10. Expression of Interest**

Company shall submit to the Hong Kong Tennis Open Event Management Limited, in the Technical Proposal, a duly signed Expression of Interest in the form set out in Annex 1 to confirm that the information provided in all the submitted documents are true, complete, accurate and not misleading.

## **11. Terms & Conditions**

All tender applications satisfying the requirements of this request for proposals will be evaluated to establish which of the applicants' proposals would best fulfill the needs of HKTOEM and the Event. This tender document, however, does not commit the HKCTA nor HKTOEM to award a contract for the goods and/or services offered or to pay any costs incurred in the preparation of the tender application. HKTOEM reserves the right to accept or reject any or all tender applications received as a result of this tender document, to negotiate with all qualified tenderers or to cancel this tender, if it is in the best interests of the HKTOEM to do so. The decision of the HKTOEM shall be final.

**Annex 1: Expression of Interest (Please attach to the Technical Proposal)**

\_\_\_\_\_ wishes to register interest and apply to be a  
(insert name of organization)

supplier of the Bank of China Hong Kong Tennis Open 2024. I confirm that the information given in the submitted proposal documents are true, complete, accurate and not misleading.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Annex 2 – Warranty (Please attach to the Technical Proposal)**

To: Hong Kong Tennis Open Event Management Limited

Dear Sir/Madam,

### **Warranty**

1. By submitting a proposal, the applicant represents and warrants that in relation to the proposal for Venue Setup Contractor for the Bank of China Hong Kong Tennis Open 2024,
  - i. it has not communicated and will not communicate to any person or entity other than the Hong Kong, China Tennis Association and Hong Kong Tennis Open Event Management Limited the amount of any proposed price;
  - ii. it has not fixed or will not fix the amount of any proposed price by arrangement with any person;
  - iii. it has not made and will not make any arrangement with any person as to whether it or that other person will or will not submit a proposal; and
  - iv. it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the request for proposal process.
2. In the event that the applicant is in breach of any of the representations and/or warranties in Clause (1) above, the Hong Kong Tennis Open Event Management Limited shall be entitled to, without compensation to any person or liability on the part of the Hong Kong, China Tennis Association and Hong Kong Tennis Open Event Management:
  - i. reject the proposal submitted;
  - ii. if the Hong Kong Tennis Open Event Management Limited has accepted the proposal, withdraw its acceptance of the proposal; and
  - iii. if the Hong Kong Tennis Open Event Management Limited has entered into the contract with the applicant, terminate the contract.
3. The applicant shall indemnify and keep indemnified the Hong Kong, China Tennis Association and Hong Kong Tennis Open Event Management Limited against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties in Clause (1) above.
4. Clause (1) shall have no application to the applicant's communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of the proposed price, or with its professional advisers, and consultants or sub-contractors to solicit their assistance in preparation of proposal submission. For the avoidance of doubt, the making of a bid by a bidder to



the Hong Kong Tennis Open Event Management Limited in public during an auction will not by itself be regarded as a breach of the representation and warranty in Clause (1)(i) above.

5. The rights of the Hong Kong Tennis Open Event Management Limited under Clauses (2) to (4) above are in addition to and without prejudice to any other rights or remedies available to it against the applicant.

Authorized Signature & Company Chop:

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Name of Person Authorized to Sign (in Block Letters):

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Name of Applicant in English (in Block Letters):

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Date:

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### **Annex 3: Company Information (Please attach to the Technical Proposal)**

- 1 Name of Company (English) : \_\_\_\_\_  
(Chinese) : : \_\_\_\_\_
- 2 Registered Office : \_\_\_\_\_  
\_\_\_\_\_  
  
Postal Address : \_\_\_\_\_  
(If different from above) \_\_\_\_\_
- 3 Web-site : \_\_\_\_\_
- 4 Business Registration Certificate No.: \_\_\_\_\_  
(Please attach a copy)
- 5 Date of Commence of Business : \_\_\_\_\_
- 6 Contact Person
- (a) Name : \_\_\_\_\_
- (b) Title & Department : \_\_\_\_\_
- (c) Direct line : \_\_\_\_\_
- (d) Fax. No. : \_\_\_\_\_
- (e) Email address : \_\_\_\_\_

**Signed for and on behalf of the Company:**

Signature and Company Chop : \_\_\_\_\_

Name in Block Letters : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

## Annex 4: Reply Slip for Tender Briefing with site visit (Return by Email)

I/we would like to attend the tender briefing (with site visit) for the Tender for Venue Setup Contractor at **Date and Time TBC (in the week of 23 October)** at **Victoria Park Tennis Stadium, Causeway Bay, Hong Kong**.

1 Name of Company (English) : \_\_\_\_\_  
(Chinese) : : \_\_\_\_\_

2 Contact Person

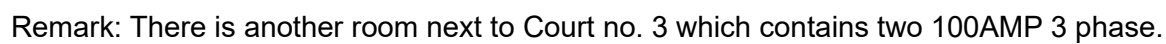
(a) Name : \_\_\_\_\_  
(b) Title & Department : \_\_\_\_\_  
(c) Mobile Phone No. : \_\_\_\_\_  
(d) Direct line : \_\_\_\_\_  
(e) Email address : \_\_\_\_\_  
\_\_\_\_\_

Full Name of Attendee(s)	Post/Title

Note:

- Each Tenderer shall register for five attendees at most.
- Please return the completed reply slip by email to [procurement.hkto@tennisk.org](mailto:procurement.hkto@tennisk.org) **no later than 18 October 2023**.
- Please contact Ms. Andrea CHAN at 2794 1791 or email [procurement.hkto@tennisk.org](mailto:procurement.hkto@tennisk.org) for any enquiry.

### A. Site Map of Tournament venue at Victoria Park



## Annex 6: Supplementary information about Tournament Village and VIP Area

### *Activities for Public Village*

With reference to our focus group study previously conducted, the following activities are the ones which we believe would arouse interest of the general public:

- **Mini Practice Courts:** Kids can try out tennis playing in the mini practice courts. This may even help discovery of their talent to play tennis.
- **Game Booths for All Ages:** Young parents should find the Public Village a place that can provide family activities in the heart of the city and an attractive place to go with their children. On the other hand, to cater for different needs of the general public, it would be good to have game booths that could entertain not only the kids but also people from all ages.
- **Photography Opportunity and Linkage between Tennis Stadium and Village:** It is recommended to have a photo corner for the general public and ticket holders to have a photography opportunity which would help engage visitors to create content to be shared on social media to further help promote PHKTO.
- **Entertainment Zone:** One of the favourite activities from audiences' feedback is live broadcasting of the tournament in the Public Village in previous years. It is thus recommended to create a relaxed and 'chilled' atmosphere under which family and friends can hang around and enjoy the matches.
- **Catering Service:** Catering services are currently TBC, but at a minimum will have a drinks and light food service counter, subject to the confirmation of catering tender.
- **Official Merchandise Booth:** In other previous events, the design of the official merchandise booth looks like a counter for selling merchandise items. However, we would like to have it designed in a more open and welcoming style to audiences. Company should also propose the design of the booth to match the key theme. (see *Figure 2*)
- **Tennis Themed Activity Booths:** Speed Gun would be one of the tennis themed activities which is a game to measure the serve speed.
- **Workshop zone:** We may hold some handmade workshops such as tennis ball upcycling workshop, face painting workshop, etc. to create memories for audiences.
- **Ticketing and Information Booth:** Company should advise the setting of the temporary Ticketing and Information Booth which supposes to be located near the entrance, see *Figure 3*.

### *Champions Club & Player Areas*

With reference to our focus group study conducted earlier, the following will be required to serve VIPs and Players:

- **Champions Club:** For VIP guests and box ticket holders, hospitality and catering services would be served in the Champions Club. As practice courts are right next to the Champions Club, VIPs can watch ATP star players to practice during day and night times.
- **Player Lounge and Player Dining:** These are the places for players to relax and be served with catering, respectively. Company should create a relaxed atmosphere there. We have previously set up TV games and air hockey for players to play. Company should suggest some mini games/activities in Player Lounge (e.g. pool, table tennis etc).