

Administrative Procedures for Setting Promotion Counters

1. Booking is on a first-come-first-served basis.
2. Advance bookings of over 3 months for student applicants use will not be entertained unless with written approval of the Director of Student Affairs.
3. Bookings application should be made during office hours at least 5 working days before the use of venue(s).
4. The maximum duration for affixation is normally 5 calendar days.
5. The application will not be processed if the details of the Programme are not attached with the application.
6. No commercial logos/names other than those of the sponsoring companies of the activities concerned should appear at the counter(s).
7. The student applicants concerned should avoid damaging any University property when setting counters. Double-sided cellotape must not be used.
8. Applicant is not allowed to transfer the booking / usage to other university members or outsiders.
9. The student applicants concerned bear full responsibility for the content/message the notice board.
10. Do not block or interfere with any emergency lighting, fire service devices, signage, escape routing, pedestrian flow and tactile guide paths (失明人士引導徑).
11. Failure to fulfil these requirements may result in the suspension of any further booking of facilities.
12. Ensure the displays and all materials of the event comply with intellectual property rights.
13. Do not disseminate or display information or material involving commercial value, profit-related nature and / or personal use.
14. The application result will be notified by email.