

## Administrative Procedures for Launching Sales Activities

1. Mega Sale organised by the SU may be held twice a year normally for 21 working days at the beginning of each academic term. A schedule of counter arrangement should be submitted by the SU to the Director of Student Affairs for reference at least 7 working days before the Sale commences.
2. The Sale should be restricted to the Students' Union floor (2/F, Lau Lee Yuen Haan Amenities Building).
3. The Office of Student Affairs and the Students' Union would work out in due course a list of sales items permitted within the Campus with advice given by the Comptroller. The basic principle is that the sales items must be of benefit to students.
4. Those companies which have formal agreements with the University should have the priority in placing sales counters during the first week of the Mega Sale.
5. Sales activities other than purposes of charity and/or student welfare are not allowed to be held outside the Mega Sale period.