



For office use only:	
Received date:	
Reference no:	

Application for Display of Promotion Materials in Catering Outlets

Notes to Applicants

Submission of application:

1. This form should be completed in full and submitted to the Purchasing and Support Services Section of the Finance Office together with the required documents via email (catering@hkbu.edu.hk) for approval at least 5 working days before the intended display period.
2. Designs and photos of the finalized version of promotion materials should be attached with this form for approval.
3. No commercial promotion materials will be allowed.

For promotion materials:

1. Each student organization / faculty / department can submit application to display a maximum of [i] 10 pcs of table stand; and/or [ii] 2 pcs of poster (A3 size); and/or [iii] 5 pcs of poster (A4 size) for a maximum period of 10 calendar days in any one outlet during the approved display period.
2. A maximum of 4 applications will be approved in a catering outlet at any one time. Applications would be approved on a first-come-first-served basis.
3. Only 1 pc of table stand is allowed for display on one table.
4. The maximum size of each table stand is: 21cmH x 15cmW x 15cmD.
5. The maximum size of each poster is: 297mm x 420 mm (i.e. A3 size).
6. All table stands should NOT be made of loose materials such as cotton or glitter etc. Each table stand must be in the form of one unique piece and no parts of the table stand should be detachable.
7. During the display period, any unclean or broken promotional materials will be disposed of by the caterer(s) without prior notice to the applicant. Applicant may replenish the approved promotional materials during the display period.
8. Applicant will be responsible for removing the promotion materials on the last day of the display period. Failure to remove the promotion materials timely may result in automatic rejection of all future applications.
9. Contents in the promotion materials should comply with the rules and regulations set by the University and laws of Hong Kong. Applicants should be fully aware that any breach of the University's Standards of Conduct or misbehavior(s) such as violation of law will result in disciplinary action and/or legal liability.
10. FO's decision on the approval or otherwise of any application is final.
11. Any promotional material(s) bearing no approval stamp of the Finance Office will be disposed of by the caterer(s).



Part I – Applicant’s Particulars

1.	Name of Student Organization / Faculty / Department:	
2.	Name of Applicant:	Student Number:
	Position:	Contact Number:

Part II – Promotion Materials

1.	Name of Activity to be promoted:	
2.	Display Period (DD/MM/YYYY) : From _____ to _____ (____ days)	
3.	Type and quantity of promotion materials: Table stand: ___ cmH x ___ cmW x ___ cmD _____ pcs Poster (A3 paper size: 297mm x 420 mm) _____ pcs Poster (A4 paper size: 210mm x 297 mm) _____ pcs	
4.	Location(s) of display (Please tick the appropriate box(es)): <input type="checkbox"/> BU Fiesta <input type="checkbox"/> Main Canteen <input type="checkbox"/> Harmony Cafeteria <input type="checkbox"/> Harmony Lounge <input type="checkbox"/> iCafe <input type="checkbox"/> Staff & Alumni Lounge <input type="checkbox"/> Renfrew Restaurant <input type="checkbox"/> Renfrew Cafeteria <input type="checkbox"/> Bistro NTT <input type="checkbox"/> Café@CVA Common	

Declaration:

- I have read the notes to applicants overleaf and agree to be abided by the instructions.
- I agree to comply with the rules and regulations set by the University and laws of Hong Kong and fully aware that any breach of the University’s Standards of Conduct or misbehavior(s) such as violation of law will result in disciplinary action and/or legal liability.

Student Organization/Faculty/Dept.

Name of Applicant

Signature of Applicant

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To:

Re: Application for Display of Promotion Materials in Catering Outlets

Your application is approved.

1. Display period from _____ to _____ (____ days)
2. Location for display:
3. Please bring all promotion materials with this approval form to the Finance Office (DLB 517) for stamping before display.
4. Please present the promotion materials bearing the Finance Office’s stamp to the Manager of the above-mentioned catering outlet before you display your promotion materials.

Your application is NOT approved.

Finance Office
Purchasing and Support Services Section

Date: