

*Notes to Applicants*

**A. To all applicants**

1. This application form should be submitted to the G4 Service Counter for approval at least 3 working days in advance of the display period.
2. A sample should be attached with this form for approval.
3. No commercial promotion materials would be allowed.

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**B. For Table Stands**

1. Each student organization is allowed to put a maximum of 20 pcs of table stand for TWO WEEKS at a time only. For Halls and HKBU departments, a maximum of FOUR WEEKS at a time.
2. A maximum of 5 table-stand applications will be approved in the BU Fiesta at any one time. Reservations are made on a **first-come-first-served** basis.
3. The maximum size of each table stand is: 21cm x 15cm x 15 cm (H x W x D)
4. 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.
5. During the display period, the uncleaned / broken table stands will be disposed of by canteen staff without advance notice. You may refill the stands during the period.
6. The student organization will be responsible for removing the promotion materials on the last day of display period. Failure to remove them timely may result in automatic rejection of all future applications.

**C. For Leaflets at the Lift Lobbies of North & South Tower**

1. Only one organization is allowed to put one type of leaflet, at a specified location at the lift lobbies for a maximum of FOUR WEEKS.
2. A maximum of 6 organizations will be allowed to display promotion leaflets at any one time.
3. Leaflets should not be larger than 21x29 cm (A4 Size).
4. The organization will be responsible for refilling the leaflets. The Undergraduate Halls will not be responsible for keeping excess copies of the leaflets.

(Yellow)

**HONG KONG BAPTIST UNIVERSITY**  
**Office of Student Affairs**  
**Undergraduate Halls**

**Application for Display of Promotion Materials**

**A) Applicant's Particulars:**

Name of Student Organization/ Department: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Student No.: \_\_\_\_\_

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

Contact No.: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Period of Display: From \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_\_ days)

No. of Table Stands / Leaflets: \_\_\_\_\_

**B) Type of promotion materials & location of display:**

- Table Stand at BU-Fiesta
- Leaflets in the Lift Lobbies (G/F) of South & North Tower

I have read the notes to applicants overleaf and agree to be abided by the instructions.

Signature of the Applicant & Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

*For office use only:*

Ref: \_\_\_\_\_

To : \_\_\_\_\_

**Re: Application for Display of Promotion Materials**

- Your application is **Approved**. The sample has been officially signed and stamped with display period.

Remarks : - Display period from \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_\_ Week)  
- Location for display :  BU Fiesta  Lift Lobbies  
- Bring ALL your Table Stands with this approval form to G4 for stamp before display.  
- Present the attached sample to the Manager of BU-Fiesta before you place your stands.

- Your application is **Not Approved**.

Remarks : \_\_\_\_\_

Undergraduate Halls: \_\_\_\_\_

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