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Guidelines for Banner & Easystand Hoisting - Student Activity Centre

Before the Hoisting Day

1. The application form (with UMSU/ UMPA endorsement) for the reservation of banner/easystand hoisting must be submitted to your Student Activity Facilitator (SAF) (for student) or SAO (for staff) at least 4 working days before the hoisting day, or it will not be accepted.
2. Applicants should hoist the promotional materials no more than 7 days before the first day of activity, and remove them immediately after the activity or before the end of the reservation.
3. A copy of the promotional materials should be submitted together with the application form for approval, otherwise the application will not be accepted.
4. Applicants should inform your SAF (for student) or SAO (for staff) of any changes or cancellation of reservation at least 2 working days prior to the hoisting day.

On the Hoisting Day

1. Hoisting reservation will be cancelled AUTOMATICALLY if no promotional material is being hoisted on the first day of reservation.
2. Reserved hoisting areas could only be used by approved applicants. No transference to other clubs or parties is allowed without another approved application.
3. Applicants are responsible for the hoisting, removal and maintenance of one's promotional materials during the reserved period. Any confiscation of expired



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promotional materials will not be returned.

- 4. SAO reserves the right to remove any promotional materials (e.g. posters, flag, banners or easystands) without prior approval, notification and justification.
- 5. Users must not occupy spaces other than the approved area. Any violation will result in reminder, warning or penalty.

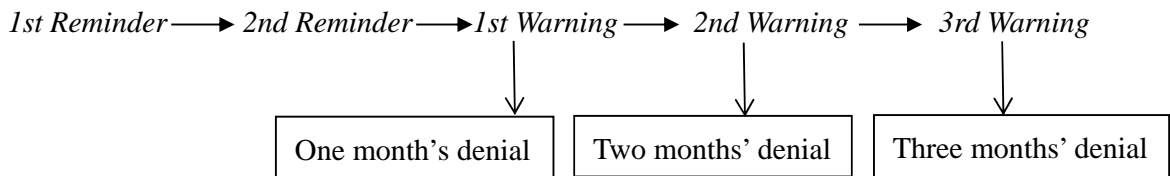
Warnings & Penalties

Reminders and warnings will be given to any violations of the above guidelines.

Two accumulated reminders followed by one warning will result in one month’s denial of venue, banner, counter, easystand and equipment reservation services.

Two accumulated reminders followed by two warnings will result in two months’ denial of venue, banner, counter, easystand and equipment reservation services.

Two accumulated reminders followed by three warnings will result in three months’ denial of venue, banner, counter, easystand and equipment reservation services.



For enquiries, please call our office at 8822 9891 or 8822 8705 during office hours.

Monday – Thursday 9:00 - 13:00, 14:30 - 17:45

Friday 9:00 - 13:00, 14:30 - 17:30



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Banner Hoisting Location: Student Activity Centre Outer Area

Floor Plan (Size: 2MX1M)





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Easystand Hoisting Location: Student Activity Centre G/F and 1/F

SAC G/F back entrance (indoor)



SAC G/F front entrance



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