

## **Terms and Conditions for Submission of Display Material**

1. The application period is in general open for any target users (Student Societies and Schools/Units of the OUHK, other educational institutions/schools, NGOs, non-profit making associations; as well as individual artists in the Campus vicinity) not later than two months before the exhibition date and on a first-come-first-served basis.
2. Only target users are eligible to apply and ONLY one application will be accepted each time. Duplicated submissions will not be considered.
3. Submissions must be of two-dimensional paintings, drawings or multi-media artworks, etc. that can be hanged or posted in the designated area of the Exhibition Gallery. Exhibitor can use the steel cables and hooks to be borrowed from our Facilities Management Services provider (Hong Yip) or Velcro (self-adhesive fasteners hook and loop) to hang the display material.
4. The submissions must not contain any sensitive elements that may arouse public concern or discomfort. The submissions must observe and comply with all relevant statutory requirement, regulations, and ordinances including but not limited to the intellectual property rights and personal data privacy. OUHK reserves the right to ask the exhibitor remove the display material immediately where circumstances warrant.
5. Please ensure the installation of art works are firmly installed.
6. The installation should not cause any damage to the building finishes of the campus and we reserve full rights to claim your partner/contractor for any damages/losses/liabilities caused by the installation.
7. No electricity appliance installation is allowed unless fully safety measurement is adopted. Visit to the Exhibition Gallery is recommended.
8. The target user is advised to submit a sketch outlining the proposed array of display materials at the Exhibition Gallery at least one month before the display period for OUHK's vetting.
9. No advertisement or photos with commercial element will be accepted for display. The Exhibition Gallery is for personal use only. Promotion or commercial activities (e.g. selling of articles, etc.) are not allowed.
10. The duration for each exhibition would be 4 weeks in general, and subject to an extension of maximum 3 months provided that there is no applicant on the waiting list.
11. No fire or naked flame (including candles) is allowed in the gallery. Inflammable materials must not be used in the submissions.
12. Please be considerate and keep the noise generated at a reasonable level and co-build a salubrious ambience.
13. Safety instructions provided by the OUHK staff must be followed.
14. Reception or light refreshment can only be served at the designated areas. Limited quantity of venue support material i.e. notice stand, tables and chairs, etc. can be provided on a first-come-first-served basis.
15. Applicants are responsible for arranging the delivery, installation, and removal of all the artworks on the first day and last day respectively of the display period. The University will not vacate any space for storage amid the pre and post exhibition as well as the exhibition period. Please use lifts

L15 or L16 for delivery of art works as far as possible. No passenger lifts should be used unless special care and protection are provided inside the lifts.

16. Please advise the contact information of your partner/contractor as well as the installation/dismantle date and time in advance. Please closely monitor your partner/contractor all working process including the delivery of materials to the campus. Applicants may request for the working guidelines for reference.
17. The OUHK reserves the right to handle any unclaimed artworks after the display period. Unclaimed artworks will be disposed of around two weeks after the display period has expired without prior notice.
18. The OUHK reserves the right to make the final decision on the selection and scrutiny, the display period and the selection of artworks to be exhibited.
19. The OUHK will not be responsible for any damages/losses/liabilities which may be caused during the display period. Owner(s) shall bear their own risks of any loss of or damage to any items. Owner may consider to arrange the appropriate insurance policy to cover any loss of or damage to your display items anywhere within OUHK (if applicable).
20. The OUHK reserves the right to amend the above terms and conditions for use of the Exhibition Gallery as it considers necessary in the future without prior notice.

## 提交展品之條款及細則

1. 一般而言，會以先到先得及不少於展覽日2個月前開放申請予所有指定使用者（香港公開大學之學生組織及學院／部門、校園附近之其他教育院校／學校、非政府機構、非牟利組織；同時包括獨立之美術家）。
2. 每次只接受及批准由一名指定使用者一次過進行之申請，重覆申請將不獲考慮。
3. 展品必須為可以懸掛或張貼於展覽廊指定展覽區之平面繪畫、油畫或多媒體等美術作品。展覽者可使用由設施管理服務承辦商(康業)借出之鋼鏈及鋼勾或自備魔術貼（自動粘貼之尼龍搭扣）掛上展品。
4. 展品嚴禁包含可能引致公眾關注及不安之敏感元素及不符合現時所有法例、規則及條例包括及不限於知識產權及個人資料私隱等之要求。如接獲認可之投訴時，公開大學保留要求展覽者即時拆除展品之權利。
5. 請確保展品牢固地安裝。
6. 相關安裝形式不可對校園的建築物造成任何損壞，香港公開大學保留向使用者的合作夥伴／承包商索賠因安裝造成的任何損害／損失／責任的全部權利。
7. 除非採用全面安全測量，否則不允許安裝電器，建議使用者先到展覽廊視察場地。
8. 建議指定使用者於展覽廊展出前最少一個月，提交展品草稿及排列方案予香港公開大學審閱。
9. 不接受展出任何包含商業元素之廣告或照片。展覽廊僅供個人使用，並不允許進行促銷或商業活動（例如銷售物品等）。
10. 每次展期一般為4星期，如沒有其他輪候者，可延長展期，上限為3個月。
11. 廊內不可使用明火（包括蠟燭）；展品不可使用易燃物料製作。
12. 為己為人，請儘量將音量保持於可接受水平，共同構建優雅氛圍。
13. 必須依從香港公開大學提出之所有安全指引。
14. 接待處及茶點只可安排於指定位置。有限量的場地支援用品，如指示牌、桌椅等，將以先到先得的方式提供。
15. 申請人必須負責安排於展期首日運送、安裝及最後一日拆卸及移走所有展品。香港公開大學並不會在整個展期及前後期間騰出地方供儲存物品。請使用L15或L16升降機運送展品，不得使

用乘客升降機，除非申請人為乘客升降機提供特殊保護措施。

16. 請提前告知有關合作夥伴／承包商的聯繫資訊以及安裝／拆除之日期和時間。請申請人密切監督合作夥伴／承包商的所有工作流程，包括運送展品往校園，可索取相關工作守則參考。
17. 香港公開大學保留處理展期後遺留之展品的權利，有關展品或會於展期後約2星期棄置而不作事前通知。
18. 香港公開大學保留展品篩選及審查程序、展期及定奪可供展出之展品的最終決定權。
19. 香港公開大學不負責任何物品於展覽期間引致之所有破損、遺失及責任。展品擁有人應自行承擔任何物品遺失或損壞之風險。展品擁有人可考慮安排適當的保險，以保障於香港公開大學管轄範圍內展示之物品的任何損失或破壞（如適用）。
20. 當有需要時，香港公開大學保留權利更新上述展覽廊之使用守則而不作事前通知。