

## **Guidelines for Displaying Materials at Catering Outlets (“the Guidelines”)**

### **Preamble**

1. The Guidelines are consistent with the principles of [the Regulations on Posting of Materials on Campus](#) (“the Regulations”) which set out the arrangements for materials display to promote activities and events in designated catering outlet areas on campus.

### **Definition**

2. Materials refer to any materials such as banners, table stands, posters, notices or printed materials (“Materials”). Publicity materials refer to Materials that promote Events (“Publicity Materials”).
3. Events refer to activities and events organised by the University’s academic administration units and/or student organisations (“Events”).

### **Principles on Posting of Materials**

4. All Materials and their contents should not:
  - (a) contravene any Hong Kong law;
  - (b) contain any obscene, indecent, abusive or defamatory content;
  - (c) be offensive to the University community. Examples of offensive material include but not limited to visuals or messages that are racist, sexist or blasphemous;
  - (d) cause any damage to the property of the University;
  - (e) contravene any health and safety regulations of the University;
  - (f) cause any inconvenience, obstruction or potential danger to users or passerby of the area; and
  - (g) contain any advertisements of any business entity.
5. Any material that promotes any event organized by an entity outside the University, except the Hong Kong Government or a statutory body, is prohibited without prior approval of the University.
6. Academic or administrative unit or student organisation which authorises the posting up of the publicity materials should ensure proper compliance with the Regulations and be responsible for any breach thereof.
7. The size of materials should not exceed the area of the allocated display space(s).
8. The period of posting is **14 days** or up to the date of the activity or event referred to in the publicity materials, whichever is shorter. The end date of posting should be marked clearly on the publicity materials. The materials should be removed immediately upon the end of the period of posting by the person(s) who posted them up.

## **Specific Principles for Publicity Materials**

9. For events promotions, electronic means is encouraged to reduce carbon footprint. Reduction, reuse and recycling of publicity materials should be accorded the top priority to promotion.
10. When posting in paper form is required, Publicity Materials should only be posted on the designated spaces at catering outlets. They should not be posted on any other places without the prior approval of the University.
11. The official name of the respective academic or administrative unit or student organisation should be printed or stamped on all publicity materials.

## **Materials Display at Catering Outlets**

12. List of display areas at catering outlets are shown in **Annex 1**. Maximum 3 catering outlets can be requested at once.
13. Material display request at catering outlets should be submitted at [https://hkbuchtl.qualtrics.com/jfe/form/SV\\_0iF14SO0MklS6yi](https://hkbuchtl.qualtrics.com/jfe/form/SV_0iF14SO0MklS6yi) at least **5 working days** in advance. Only ONE application of material display will be considered at each catering outlet during the same period. Display areas are reserved on a first-come-first-serve basis.
14. Applicants should be responsible for displaying, monitoring and removal of the materials at catering outlets. Caterers are not responsible for any set-up, removal, damages, or loss of material displayed.

## **Breach of Regulations and/or Guidelines**

15. Any materials which are in breach of the Regulations or the Guidelines will be removed without prior notice.





## **Review**



16. The Guidelines may be reviewed as and when required.

## **Enquiries**




17. General enquiry: 3411 7991/ 3411 5152 / 3411 5688  
Email: [catering@hkbu.edu.hk](mailto:catering@hkbu.edu.hk)





**List of Material Display Locations available at Catering Outlets**  
(Photos for reference)

Campus	Catering Outlet	Location	Designated Poster Area	Table stand*	Foam Board Stand*	E-display**
	Harmony Cafeteria	L4, RRS	 <p align="center">Designated Poster Area</p> <p align="center">(by cafeteria entrance)</p>	N/A	N/A	
HSHC	Harmony Lounge	L4, RRS	 <p align="center">Designated Poster Area</p> <p align="center">(by Lounge entrance)</p>	N/A		N/A

SHAW	iCafe	L3, WLB	 <p>(by coffee pickup counter)</p>	N/A	N/A	N/A
BURC	BU Fiesta	G/F, SRH	 <p>(by next to tray return area)</p>	N/A	N/A	N/A

<p>Main Canteen</p>	<p>L5, AAB</p>	 <p>Designated Poster Area</p> <p>(by next to tray return area)</p>	 <p>Student Co-working Space*</p>	 <p>26 Maximum: 2 nos</p> <p>26A 26B</p>  <p>27 Maximum: 3 nos</p> <p>27A 27B 27C</p>	<p>N/A</p>
<p>Bistro NTT</p>	<p>G/F, NTT</p>	 <p>Designated Poster Area</p> <p>(by cashier counter)</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

	<p>Staff &amp; Alumni Lounge</p>	<p>1/F, ACC</p>	 <p>(by condiment counter)</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
	<p>Books 'n Bites</p>	<p>G/F, ACC</p>	 <p>(by outdoor terrace entrance)</p>	 <p>Student Co-working Space*</p>	<p>N/A</p>	<p>N/A</p>

	Cafe @ CVA Common	G/F, CVA	 <p>Designated Poster Area</p> <p>(by next to café counter)</p>	 <p>Student Co-working Space*</p>	N/A	N/A
	Deli	1/F, CVA	 <p>Designated Poster Area</p> <p>(by next to deli entrance)</p>	 <p>Student Co-working Space*</p>	N/A	N/A

\* For details and application of table stand display/foam board stand near catering outlets, please refer to [Guidelines on the Use of Noticeboards, Display Boards, Notice Stands and Foam Board Stands in Common Areas on Campus](#).

\*\* For details and application via E-display, please visit <https://icandy.hkbu.edu.hk/> from ITO.