Student Development Services
Guidelines for Using On-campus Venues for Organizing Sale Activity

1. SU affiliated societies/clubs should comply with the guidelines of SU Council governing the organization of welfare/mega sale when applying for using on-campus venues for holding sale activities.

2. NO commitment should be made with the suppliers/vendors before obtaining the approval from Council and SDS including:
   (a) verbal agreement  (b) sole supplier  (c) type/amount of sponsorship

3. Inviting suppliers/vendors to participate in the sales VIA AGENTS/MARKETING/CONSULTANCY/COMPANY IS NOT ALLOWED in order to protect the interests of the University, students and the student society concerned.

4. The items to be sold must NOT be in conflict with the University’s interests and image as well as the well-being of university members:
   - No promotion of credit cards other than CityU Hang Seng card
   - No obscene, obnoxious items or products violating the copyright ordinance
   - No selling of cooked food (Food to be sold should be MACHINE packed.)
   - No drugs or healthy food products
   - No job recruitment
   - No promotion of training courses
   - No facial and body treatment
   - No pop CD/ VCD/ DVD
   - No underwear
   - No travel agent
   - No Notebook Computer or portable computer
   - No fortune-telling service
   - No download apps promotion
   - No vendor on the blacklist

5. Do NOT accept services offered by the suppliers/vendors prior to the sales.

6. Normally, same suppliers would NOT be allowed to exhibit their commodities more than 2 times within a semester.

7. Multi-purpose Rooms A/B/C will be reserved on the following time-slots for the activity:
   1st day: 08:30-22:30 & 2nd day: 08:30-22:30
   REMARK: Furniture and equipment used at the sale activity have to be returned to SDS at 10:30am on the following day.

8. Suppliers/vendors are NOT allowed to make any promotion outside Multi-purpose Rooms. No goods or counter should be placed outside Multi-purpose Rooms.

9. License issued by the following authority must be obtained for music broadcasting during the sales activities.
   Phonographic Performance (S E Asia) Ltd (錄音製品播放版權東南亞有限公司)
   Tel : 2866 6862
   Fax : 2866 6869
   E-mail : enquiry@ppseal.com
   Web site : http://www.ppseal.com

AND
10. Licence (臨時食物製造廠牌照) must be obtained from the Food and Environment Hygiene Department by the vendors for selling pre-cooked food (e.g. 原杯及原包裝雪糕雪條，奶類飲品等).

11. Approval from Department of Health must be presented for Contact Lens and related products.

12. Suppliers/vendors have to arrange parking by themselves. University will not provide parking service to the suppliers/vendors.

13. Application Procedures:

13.1 To submit activity proposal, budget and relevant documents to SU Council for approval at least 4 weeks in advance.

13.2 To submit activity proposal, budget, “Application for Using On-Campus Venues for Organizing Sale Activity” and approval letter issued by SU Council together with relevant documents (price list and catalogues of items for sale) to SDS at least 2 weeks in advance. Application will NOT be accepted after the deadline. The societies concerned which submit the application on an earlier date, will receive notification of the result of application on an earlier date.

13.3 With the approval of SU Council and SDS, societies can invite suppliers/vendors to join the mega sales and request to have a detailed price lists, catalogues of items for sales, list of products origin as well as a copy of business registration (商業登記副本) of the suppliers/vendors concerned.

13.4 To submit the following documents to SDS for approval at least 2 weeks in advance (Application will NOT be accepted after the deadline.)
(a) Detailed price lists and catalogues of items for sale.
(b) Copy of business registration (商業登記副本) of the suppliers/vendors concerned
(c) Declaration of not being able to provide either business registration or the proof of product origin (if applicable)
(d) If the goods/items to be sold are with brand names/trade marks, the vendors/suppliers have to provide supporting document on the trade mark registration (商標註冊登記) or sources of goods (入貨來源証明). For enquiries on trade mark registration, please contact Intellectual Property Department (知識產權署).
(e) Draft agreement with suppliers (prior endorsement to be obtained from SU Council)

13.5 To sign agreement and sponsorship declaration (福利聯賣聲明書) with suppliers

13.6 To submit the following documents to SU Council and SDS at least 3 working days in advance:
(a) Completed agreement
(b) Completed sponsorship declaration (填妥的福利聯賣聲明書)

13.7 To provide detailed information on the following arrangement:
(a) To sell society items (e.g. society paper, uniform) at the sales (Yes/No)
(b) Any lucky draw to be held at the sales (Yes/No) and its details

14. To submit activity and financial report one month after the sale activity to SU Council for endorsement and SDS for record.
15. Any unauthorized sales or promotion activities are strictly prohibited on campus and will be terminated at any time; the University will in no case be responsible for any loss thus caused to the respective student organizations or external sponsors. The student organization concerned will be subject to penalty as deemed necessary.

ME (Update: Jan 2016)