

City University of Hong Kong
Student Development Services
Guidelines for Using On-campus Venues for Organising Sale Activities

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

2. Suppliers and Vendors

2.1 **NO** verbal agreement and commitment should be made with the suppliers and vendors before obtaining the approval from the SU Council and SDS regarding the selection of suppliers and the type or amount of sponsorship; do **NOT** accept any products or services offered by the suppliers and vendors prior to the agreement.

2.2 Inviting suppliers and vendors to participate in the sales **VIA AGENTS/ MARKETING FIRM/ CONSULTANTS is NOT PERMITTED**, in order to protect the interests of the University, students and student societies concerned.

2.3 In general, the same suppliers would **NOT** be allowed to exhibit their products for more than two times within a semester.

2.4 Suppliers and vendors have to arrange parking by themselves; the University will not provide relevant service to them.

2.5 Blacklisted suppliers and vendors will not be considered.

3. Products and Services

3.1 All sale activities must **NOT** involve the promotion and/or sale of anything that would be in conflict with the University's interests and image as well as the well-being of university members, including but not limited to the following:

- Obscene, obnoxious items or products violating the copyright ordinance
- Cooked food (all food to be sold must be pre-packaged by machines)
- Drugs or healthy food products
- Pop CD/ VCD/ DVD
- Computers (personal/ notebook/ portable)
- Underwear
- Job recruitment
- Training courses
- Facial and body treatment packages
- Travel packages
- Credit cards other than the CityU Hang Seng credit card
- Fortune-telling service
- Promotion on the download of mobile applications

3.2 Approval from the Department of Health must be presented for contact lens and related products.

3.3 Approval and 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. pre-packaged ice-cream, milk products, etc.).

4. Venue

4.1 Multi-purpose Rooms A, B and C will be reserved from 8:30am to 10:30pm on both days of the MegaSale; all furniture and equipment used in the sale activity have to be returned to SDS at **10:30am** on the following day.

4.2 The display, promotion and/or sale of goods or services outside the James Liu Multi-purpose Rooms **IS NOT PERMITTED**.

4.3 Licence issued by **BOTH** of the following authorities must be obtained for broadcasting music during the sales activities:

- 1) Phonographic Performance (S E Asia) Ltd (錄音製品播放版權東南亞有限公司)
Tel.: 2866 6862 / E-mail: enquiry@ppseal.com / Website: http://www.ppseal.com
- 2) Composers and Authors Society of Hong Kong (CASH) (香港作曲家及作詞家協會)
Tel.: 2846 3268 / E-mail: general@cash.org.hk

5. Application Procedures

5.1 To apply, the student societies concerned are required to submit the following documents to designated parties for approval prior to the sale activity:

	Submission Time	Required Documents	Approval Party
5.1.1	At least 4 weeks in advance	<ol style="list-style-type: none"> 1. Activity proposal and budget 2. Vendor list 3. Price list 4. Product catalogue 5. Draft agreement with suppliers 6. Draft sponsorship declaration (福利聯賣聲明書) 	SU Council
5.1.2	At least 2 weeks in advance	<ol style="list-style-type: none"> 1. Activity proposal and budget 2. Application for Using On-campus Venues for Organising Sale Activities 3. Approval letter issued by the SU Council 4. For each vendor and supplier: <ul style="list-style-type: none"> • Detailed price lists and catalogues of items for sale • Copy of business registration (商業登記副本) • Declaration of not being able to provide either business registration or the proof of product origin (if applicable) • Supporting documents on the trademark registration (商標註冊登記) or sources of goods (入貨來源証明) for goods or items with brand names/ trademarks; for enquiries on trademark registration, please contact the Intellectual Property Department (知識產權署) 5. Draft agreement with suppliers 6. Draft sponsorship declaration (福利聯賣聲明書) 7. Floor plan 8. Declaration of Interests (聯辦利益申報書) (if applicable) 9. Details of the following arrangements, if any: <ul style="list-style-type: none"> • Sale of society items (e.g. society paper, uniform) • Lucky draw 	SDS
5.1.3	At least 1 week in advance	<ol style="list-style-type: none"> a. Completed agreement b. Completed sponsorship declaration 	SDS

5.2 Late applications will not be accepted; early applications will be processed and notified of the results earlier.

5.3 With the approval of SU Council and SDS, student societies can invite suppliers and vendors to sign the agreement and sponsorship declaration (福利聯賣聲明書).

5.4 **Upon completion of the sale activity**, the student societies concerned are required to submit an activity and financial report to the SU Council for endorsement and SDS for record within **one month**.

5.5 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 societies or external sponsors. The student societies concerned will be subject to penalty as deemed necessary.