



Rules and Regulations of Welcome Fair 2017

Welcome Fair 2017 will be held on 9th to 10th August 2017 by Students' Union (refer to as SU onwards) at Atrium, Piazza area and designated areas for performances and workshops. These rules and regulations are also valid for the backup day of Welcome Fair, i.e. 11th August 2017. All student societies of HKUSTSU shall be abided by the following rules and regulations. If violation is observed, the student societies will be penalized accordingly. The Chairperson of Orientation Affairs Committee, the Provisional Executive Committee of HKUSTSU (refer to OAC onwards) shall be the sole interpreter of this Regulation.

1. Authority

- 1.1. Promotion and activities performed on Welcome Fair 2017 will be organized under the monitoring of the following authorized personnel:
 - 1.1.1. Chairperson of OAC
 - 1.1.2. Secretary of OAC
 - 1.1.3. Members of OAC
 - 1.1.4. The Provisional Executive Committee of HKUSTSU
 - 1.1.5. Other personnel authorized by the Chairperson of OAC
- 1.2. The authorized personnel shall enforce the Rules and Regulations, and reserve the right to decide and issue penalties as appropriate. Should any dispute arise, the decision of Chairperson of OAC shall be final.
- 1.3. The OAC reserves the rights to interpret and change the regulations as deemed necessary. Addition revision to the regulation shall be determined by the authorized personnel without prior notice.
- 1.4. Any impolite behavior towards OAC representatives is forbidden. Violations may result in penalty.

2. Application

- 2.1. Please use the following application forms for application of counter, banner, workshop and performance (refer to as assignments onwards) for the Welcome Fair.
 - Application of Counter and Banner [Form A]
 - Application of Workshop [Form B]
 - Application of Performance [Form C]
- 2.2. Application of Counter and Banner
 - 2.2.1. Please observe the rules regarding the application of counter and banner area shown in the application form.
 - 2.2.2. The application results of counter and banner area will be announced by SU after the lot drawing sessions. Please refer to the announcement on SU website and the notice board outside the SU Office.



2.2.3. NO swapping of counters without prior approval of SU shall be allowed. SU reserves the right to reject any unreasonable request. Swapping without prior approval of SU will be penalized.

2.3. Application of Workshop

2.3.1. Please observe the rule regarding the application of workshop in the application form. Please submit both the application form and the proposal in hard and soft copies before the deadline mentioned in the application form. The workshop to be carried out at the counter will be counted as a counter activity. Therefore, application and proposal is not needed.

2.3.2. The application results of workshop will be announced by SU through SU website and the notice board outside the SU Office. Student society which holds workshop without prior approval of SU will be penalized.

2.3.3. NO swapping of workshops without prior approval of SU shall be allowed. SU reserves the right to reject any unreasonable request. Swapping without prior approval of SU will be penalized.

2.4. Application of Performance

2.4.1. Please observe the rule regarding the application of performance in the application form. Please submit both the application form and the proposal in hard and soft copies before the deadline mentioned in the application form.

2.4.2. The application results of performance will be announced by SU through SU website and the notice board outside the SU Office after the allocation of performance area by SU. Student society which performs without prior approval of SU will be penalized.

2.4.3. NO swapping of performances without prior approval of SU shall be allowed. SU reserves the right to reject any unreasonable request. Swapping without prior approval of SU will be penalized.

2.5. In case of relinquishments of any assignments, SU should be notified by email **before 5th AUG 2017 (11:59p.m.)**. Relinquishment without prior approval of SU will be penalized.

2.6. Each student society should not hold more than one assignment of each type per day. If student society was found to hold more than one assignment of each type, the respective student society will be penalized.

2.7. Workshops are in interventional basis. Performances are in non-interventional basis.

2.8. Any cheating on application of assignments might result in immediate termination of that assignment.

2.9. Deposit of HK\$4000 will be collected from each student society for assignments, loan of furniture and equipment. If no damage is found, assignments are found clean up properly and student society is not penalized due to violation of the Rules and Regulations, the deposit will be returned in full.

3. Promotion (excluding Workshops and Performances)

3.1. NO body contact is allowed.

3.2. NO loudspeaker or amplifier or percussive materials are allowed.



3.3. Promotion areas are the designated areas at Atrium and Piazza area. Unless otherwise specified, all promotion activities of student societies should be conducted within designated areas as specified below.

3.4. Passageway should NOT be blocked by student societies by any means.

3.5. Please observe safety precautions at all times.

3.6. Counters

3.6.1. Student societies under assignment can set up their own counter starting from 12p.m. on the day before the assigned period.

3.6.2. Student societies cannot use ladders to set up the counters. Platforms should be used instead of ladders. Uses of ladders being found will be expropriated.

3.6.3. Counter setting must be within the assigned counter area. The maximum size of counter including decoration item(s) is 2.5m(L) x 2.5m(W) x 3.2m(H).

3.6.4. Student societies must ensure safety while determining the counter materials and construction methods. Materials that endanger passer-by should not be used. Student societies may be required to remove items considered as dangerous upon inspection of School Authorities or authorized personnel.

3.6.5. If no show at the assigned counter area is observed by 10a.m., the counter will be allocated to the next student society in the waiting list on that day.

3.6.6. All materials/garbage must be removed away from Atrium or disposed no later than 9p.m. on 10th August 2017 (9p.m. on 11th August 2017 for backup day). Student society which cannot clear up their counter by the deadline stated will be penalized.

3.7. Banners

3.7.1. Banners can be hanged on the assigned location starting from 7 p.m. on the day before the assigned period.

3.7.2. The size of the banner must not exceed the restriction of respective banner location.

3.8. MOVABLE decoration(s) is not allowed to use on that day.

3.9. Any promotion outside the location assigned is NOT allowed.

3.10. Flag is NOT allowed.

3.11. Only leaflets and name cards can be distributed.

3.12. If authorized personnel receive any complaints against student societies, with respect to the promotion of Orientation Camps and Orientation Days, the student society will be penalized.

4. Workshops

4.1. NO body contact is allowed.

4.2. NO loudspeaker or amplifier or percussive materials are allowed except those with prior approval of SU.



- 4.3. Area(s) for workshops of respective student society is ONLY the area(s) assigned by SU. Student society can ONLY use the assigned area(s) within the approved period of time. Unless otherwise specified, all activities of student societies should NOT be conducted outside the assigned area(s).
- 4.4. Passageway should NOT be blocked by student societies by any means.
- 4.5. Please observe safety precautions at all times.
- 4.6. If no show at the designated area(s) is observed, the respective student society will be penalized.
- 4.7. Student societies must clear out the designated area(s) ON TIME. Student society which cannot clear up the designated area(s) by the time stated in the proposal will be penalized.
- 4.8. Student society cannot use the area(s) without prior approval of SU. Student society which uses the area(s) without approval will be penalized.
- 4.9. Booking(s) cannot be transferred, sublet or used for other purposes.
- 4.10. Student societies must ensure safety while determining the equipment and materials used during the workshops. Student societies may be required to terminate the workshops considered as dangerous upon inspection of School Authorities or authorized personnel.
- 4.11. If authorized personnel receive any complaints against student societies, with respect to the Workshops, the student society will be penalized.

5. Performances

- 5.1. NO body contact is allowed.
- 5.2. NO loudspeaker or amplifier or percussive materials are allowed except those with prior approval of SU.
- 5.3. Area(s) for performance of respective student society is ONLY the area(s) assigned by SU. Student society can ONLY use the assigned area(s) within the approved period of time. Unless otherwise specified, all activities of student societies should NOT be conducted outside the assigned area(s).
- 5.4. Passageway should NOT be blocked by student societies by any means.
- 5.5. Please observe safety precautions at all times.
- 5.6. If no show at the designated area(s) is observed, the student society will be penalized.
- 5.7. Student societies must clear out the designated area(s) ON time. Student society which cannot clear up the designated area(s) by the time stated in the proposal will be penalized.
- 5.8. Student society cannot use the area(s) without prior approval of SU. Student society which uses the area(s) without approval will be penalized.
- 5.9. Booking(s) cannot be transferred, sublet or used for other purposes.
- 5.10. Student societies must ensure safety while determining the equipment and materials used in performances. Student societies may be required to terminate the performances considered as dangerous upon inspection of School Authorities or authorized personnel.
- 5.11. If authorized personnel receive any complaints against student societies, with respect to the Performances, the student society will be penalized.



6. Penalties

6.1. Promotion (excluding Workshops and Performances)

6.1.1. The following penalties will be imposed to student societies that violate the Rules and Regulations, or fail to follow the instructions of authorized personnel:

- The 1st penalty: Written warning with record
- The 2nd penalty: Written warning with record. A quarter of the deposit of relevant student society will be confiscated.
- The 3rd penalty: The counter of the student society will be shut down on the second day of the Welcome Fair. All activities including promotion, counter, workshop(s) and performance(s) related to that student society in campus will be suspended on the second day of the Welcome Fair. If the 3rd penalty is issued on the second day of the Welcome Fair, the penalty will be imposed during Orientation Week that counter and all promotion activities will be banned on the first assigned day or the following assigned day. Half of the deposit of relevant student society will be confiscated.
- If that student society ignore our penalties of the 3rd penalty and carry out promotion activities during the suspension period, the counter and all promotion activities related to that student society would be shut down and suspended immediately. The counters and all promotion activities during Orientation Week will be banned in the additional three consecutive assigned days. All deposit of relevant student society will be confiscated.
- For further violations, OAC lower the priority of bookings and reserves the right to suspend all promotion activities during orientation camps, orientation days and orientation week and counter of that student society will be closed indefinitely.

6.2. Workshops

6.2.1. The following penalties will be imposed to student societies that violate the Rules and Regulations, or fail to follow the instructions of authorized personnel:

- The 1st penalty: Written warning with record.
- The 2nd penalty: Written warning with record. A quarter of the deposit of relevant student society will be confiscated.
- The 3rd penalty: The workshop will be shut down immediately. Half of the deposit of relevant student society will be confiscated.
- If that student society ignore our penalties of the 3rd penalty and hold workshop(s) during the suspension period, the workshops will be shut down on the second day of the Welcome Fair. All activities including promotion, counter, workshop(s) and performance(s) related to that student society in campus will be suspended on the second day of the Welcome Fair. If the 3rd penalty is issued on the second day of the Welcome Fair or there is no workshop assigned on the second day the penalty will be imposed during Orientation Week that counter and all promotion activities will be banned on the first assigned day or the following assigned day.



- In case of any relinquishments after 5th AUG 2017 (11:59pm), ALL the promotion activities including counters, banners, workshops and performances during Welcome Fair might be shut down.
- For further violations, OAC lower the priority of bookings and reserves the right to suspend all promotion activities during orientation camps, orientation days and orientation week and counter of that student society will be closed indefinitely.

6.3. Performances

6.3.1. The following penalties will be imposed to student societies that violate the Rules and Regulations, or fail to follow the instructions of authorized personnel:

- The 1st penalty: Written warning with record.
- The 2nd penalty: Written warning with record. A quarter of the deposit of relevant student society will be confiscated.
- The 3rd penalty: The performance will be shut down immediately. Half of the deposit of relevant student society will be confiscated.
- If that student society ignore our penalties of the 3rd penalty and performs during the suspension period, the performance will be shut down on the second day of the Welcome Fair. All activities including promotion, counter, workshop(s) and performance(s) related to that student society in campus will be suspended on the second day of the Welcome Fair. If the 3rd penalty is issued on the second day of the Welcome Fair or there is no performance assigned on the second day the penalty will be imposed during Orientation Week that counter and all promotion activities will be banned on the first assigned day or the following assigned day.
- In case of any relinquishments after 5th AUG 2017 (11:59pm), ALL the promotion activities including counters, banners, workshops and performances during Welcome Fair might be shut down.
- For further violations, OAC lower the priority of bookings and reserves the right to suspend all promotion activities during orientation camps, orientation days and orientation week and counter of that student society will be closed indefinitely.

6.4. In case of violation of Rules and Regulations, only OAC authorized personnel appointed by its Chairperson shall penalize student societies. Report of violation of Rules and Regulations shall be filed upon witness of at least 2 OAC authorized personnel or at least 1 OAC authorized personnel with evidence such as video or photo. The Chairperson of OAC and the student society's Executive Committee shall be notified when a report of Regulation violation is filed. If the Chairperson of OAC deemed the violation of the Regulation valid, penalty shall be imposed at once. Any appeal from said student society has to be made at once.

6.5. All penalties will be imposed on cumulative basis.

6.6. All penalties will be recorded on a report sheet and the report sheet will be sent to student societies.



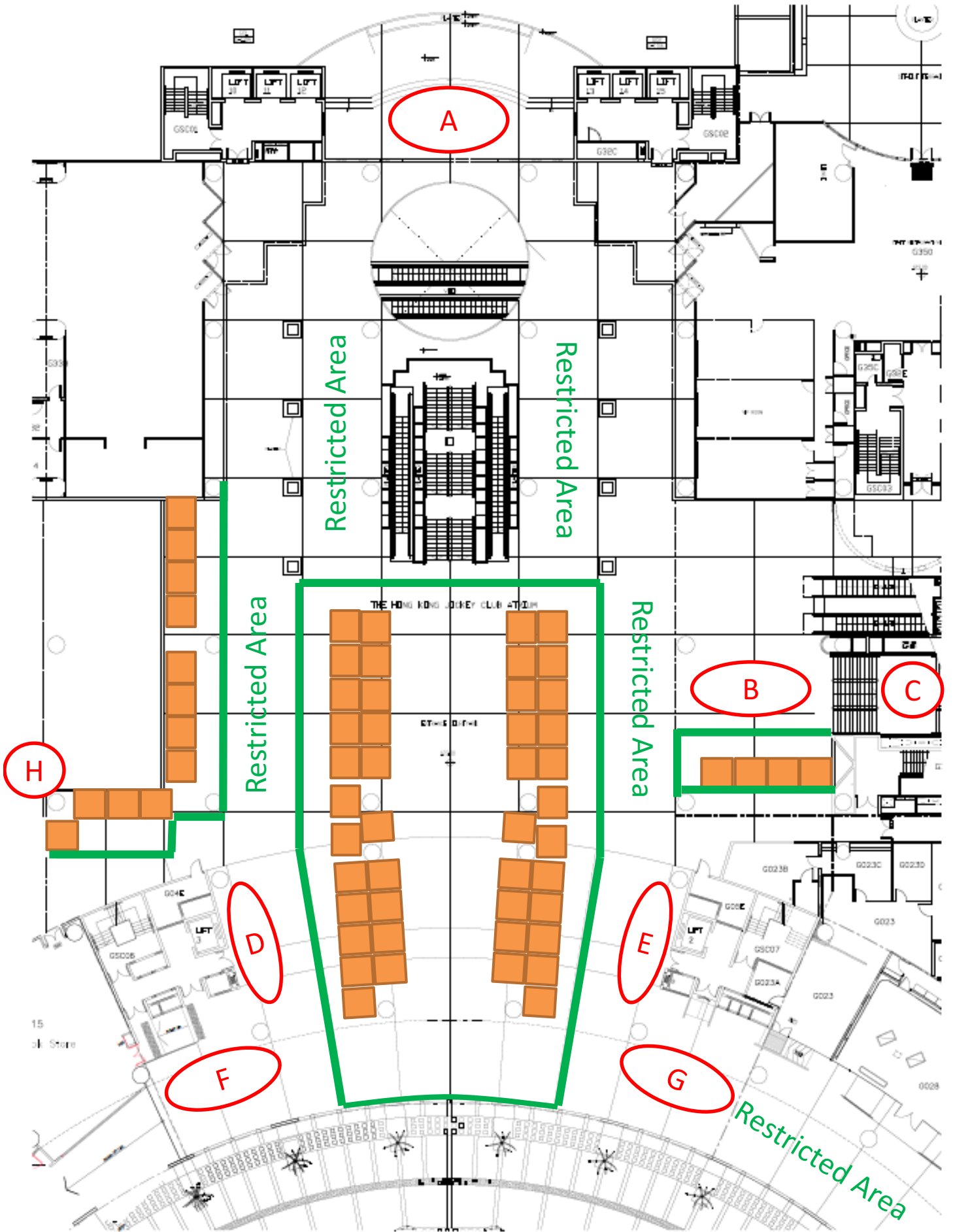
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香港科技大學學生會

6.7. The University reserves the right to suspend booking and using of venues, equipment, sports facilities, student amenities and communal areas by the relevant student societies.

Prepared by Students' Union

July 2017





HKUSTSU Welcome Fair 2017

Application Form A (Counter and Banner)

Name of Student Society: _____ Mail-box No.: _____

Full Name of Applicant (Representative of Student Society): _____

Position of Applicant: _____ Mobile Number: _____ Email: _____

Booking Request Details

1. Booking timeslots:

(Note: Booking of promotion counter and banner after Orientation Camps and Orientation Days 2017 will NOT be considered.)

| | | | Counter | Banner |
|------|-------------------------------------|---|--------------------------|--------------------------|
| i. | 1 st Day of Welcome Fair | 9 th August 2017 | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. | 2 nd Day of Welcome Fair | 10 th August 2017 | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. | 1 st O'Camp timeslot | 12 th – 14 th August 2017 | | <input type="checkbox"/> |
| iv. | 2 nd O'Camp timeslot | 14 th – 16 th August 2017 | | <input type="checkbox"/> |
| v. | 3 rd O'Camp timeslot | 16 th – 18 th August 2017 | | <input type="checkbox"/> |
| vi. | 4 th O'Camp timeslot | 19 th – 21 st August 2017 | | <input type="checkbox"/> |
| vii. | 5 th O'Camp timeslot | 21 st – 24 th August 2017 | | <input type="checkbox"/> |

2. Orientation Activities Organizers

Orientation Camp Organizer ☐

Orientation Day Organizer ☐

NOT Holding any O'Camp or O'Day ☐

Declaration:

I on behalf of the student society declare that the student society has filled in the information according to the guidelines provided and there is no mistake in the information. The HKUSTSU will be informed once any change needs to be made.

Society Chop

Signature of Applicant



HKUSTSU WELCOMING FAIR 2017

APPLICATION FORM B (Workshop)

Name of Society: _____ Mail Box No.: _____

Name of PIC: _____ Contact Phone No.: _____

Proposed Room / Venue: _____

Proposed Date of use (*circle the appropriate choice*): 9th Aug 10th Aug

Proposed Start time of the activity (*including set-up*): _____

Proposed End time of the activity (*including clear out*): _____

Name of the activity: _____

I apply to use the built-in audio /visual equipment (*applicable to LG4 Common Rooms 1, 2 and 3*):

☐Yes

☐No

Activity descriptions (*Please tick the appropriate box*):

- Outside participants: ☐Yes (Number of outsiders: _____) ☐No

- Is there any co-organizer? ☐Yes (Name: _____) ☐No

- Is there any sponsor? ☐Yes, with Sponsor name: _____ ☐No

I understand and accept the rules and conditions governing the use of sports facilities, student amenities and classrooms, and note that:

1. Only sports societies can use sports amenities.
2. Users may be held responsible for any loss and damage to the facilities. Users should observe the Rules and Regulations of the booked venue. Penalty will be levied on no-show or irresponsible use of the venues and equipment.
3. Booking cannot be transferred, sublet or used for other purposes.
4. Information of the booking and the contact person may be released to University departments for administrative or publicity purposes.

Signature of applicant: _____ Society Chop: _____

Date of application: _____

**FOR INTERNAL
USE ONLY**

To: The Applicant,

This is to confirm that this application is

☐accepted.

☐not accepted.

Authorized Signature

Date





Hong Kong University of Science and Technology **Students' Union**

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HKUSTSU WELCOMING FAIR 2017

APPLICATION FORM C (Performance)

Name of Society: _____ Mail Box No.: _____

Name of PIC: _____ Contact Phone No.: _____

Proposed Date of use (*circle the appropriate choice*): 9th Aug 10th Aug

Proposed Start time of the activity (*including set-up*): _____

Proposed End time of the activity (*including clear out*): _____

Name of performance: _____

I apply to use audio equipment:

☐ Yes

☐ No

I understand and accept the rules and conditions governing the use of facilities and equipment, and note that:

1. Users may be held responsible for any loss and damage to the facilities and equipment. Users should observe the Rules and Regulations of the booked venue. Penalty will be levied on no-show or irresponsible use of the venues and equipment.
2. Booking cannot be transferred, sublet or used for other purposes.
3. Information of the booking and the contact person may be released to University departments for administrative or publicity purposes.

Signature of applicant: _____ Society Chop: _____

Date of application: _____

**FOR INTERNAL
USE ONLY**

To: The Applicant,

This is to confirm that this application is

☐ **accepted.**

☐ **not accepted.**

Authorized Signature

Date



| Starting time | Ending time | Equipment (with Code and requested amount) e.g.: H3 (1), M1(2) | Name and full description of performance and performance rundown |
|---------------|-------------|---|--|
| | | | Set-up |
| | | | |
| | | | reinstate venue |