

Guidelines for Display of Publicity Materials in the Olympic House

A. Management Considerations

1. In general, publicity materials including posters, leaflets/pamphlets and application forms of sports activities, arranged by the Sports Federation & Olympic Committee of Hong Kong, China (SF & OC) and/or the Management Company of Olympic House Limited (MCOHL) and/or all National Sports Associations will be allowed for display in the common areas of Olympic House (OH). Requests from statutory bodies may also be considered on individual merits. Designated areas for displaying publicity materials are as follows:-

- For posters
 - i) On display board and/or display panel at 1/F lobby
 - ii) On the notice boards at 1/F and 2/F which are reserved for statutory bodies on individual merits only

- For leaflets/pamphlets and application forms
 - i) On leaflet rack at 1/F lobby

2. Consideration may also be given, on a case by case basis, to accept requests/applications from hirers / organizations, which have been approved to use the facilities in the Olympic House to place publicity materials in designated area of the OH to promote their activities being held there on the event day. Designated area for displaying publicity material on the event days are as follows:-

- For posters
 - i) On display panel located near 2/F lift lobby *
 - ii) On the wooden panel at two sided walls inside the Lecture Theatre *
 - iii) On the wall tiles and main entrance doors of the Lecture Theatre *
 - iv) On the wall paper at the main entrance of the Lecture Theatre *
 - v) On the wall tiles beside the main entrance of the Board Room #
 - vi) On the main entrance door of the Board Room #

Remarks: * Could be applied by hirers of Lecture Theatre on event days only

Could be applied by hirers of Board Room on event days only

- For leaflets/signages
 - i) On designated areas approved by the management by using a signage stand provided by the MCOHL
- 3. In case of competing demand for use of spaces to display publicity materials by different users, priority should be accorded in accordance with the order as stipulated in the booking procedure. Publicity materials for sports related activities will normally take priority over others.
- 4. Manager of the MCOHL may exercise discretion to approve the display of publicity material by non-hirers on justifiable grounds such as promotion of sports.

B. Conditions for Display of Publicity Materials

1. The display of publicity materials is subject to the availability of suitable space in the Olympic House as determined by the MCOHL.
2. Only one piece of **poster** at the maximum size of A1 (84 cm x 60 cm) shall be permitted to be displayed at designated areas as per Para. A1 and A2 by the MCOHL for each approved organization each time. The maximum size of **leaflet/pamphlet/application forms** is of A4 (30 cm x 21 cm) and the quantity to be placed in the OH shall be approved by the MCOHL.
3. A sample of the publicity materials, with details of content and design, should be submitted to the MCOHL for approval at least 4 working days before display.
4. The publicity materials should bear no advertising, political, defamatory or indecent elements.
5. The permission for the display of the publicity materials should not necessarily have any implication that the Government of the Hong Kong Special Administrative Region and/or the Sports Federation & Olympic Committee of Hong Kong, China and/or the MCOHL is/are related to the organization and its activities.

6. Publicity materials are normally allowed to be displayed/placed in the OH not more than one month in advance of the organized activity/class, or at any other time as determined by the MCOHL. They should be removed immediately after the activity/class is over.
7. Unless otherwise specified by the MCOHL, the organizer is responsible for putting up, replacing and removing the publicity materials and for any damage done to the venue/facility.
8. The MCOHL reserves the right to –
 - (a) reject any application and to withdraw approval given at any time; and
 - (b) remove the publicity materials at any time without giving any reasons and prior notice to the organization.
9. The MCOHL shall under no circumstances be liable for any damage caused to or loss of the publicity materials.

Management Company of Olympic House Limited
April 2007