

# The Gallery Booking Regulations

## 展覽館預訂說明

### When to Make a Booking? 何時訂場？

Please submit your application in writing no earlier than 12 months and no later than 6 months before your intended exhibition date. If the application submission is earlier than 12 months, the application will be considered by Fashion & Textiles Resource Centre Committee. The application result will be announced when the official booking period is released.

訂用場地申請，請於展覽日期前六個月或不早於前十二個月內遞交場地申請表格及有關資料。如申請表格及有關資料早於十二個月前遞交，時裝及紡織資源中心委員會將考慮這項申請。申請結果將於官方訂場期間通知。

### Fill in the Gallery Booking Form 遞交『展覽館預訂表格』

Your application can only be processed upon receipt of your complete booking form with sufficient information including the items listed below.

請填妥「展覽館預訂表格」並連同下列項目一併提交。本會將通知申請者其所選擇的日期及場地能否獲得適當的安排。

1. Brief exhibition proposal 展覽計劃書
2. No less than 10 photographs of exhibits 不少於十張的作品照片
3. CV or brief biography of exhibitor(s) and/or organization(s) 申請者／主辦者的簡介
4. Information on previous exhibitions (e.g. catalogues) 以往展覽的資料（例如：展覽作品概覽或剪報）

### Payment of the Booking Deposit & Booking Confirmation 繳付按金及確認

There is no rental charged for the use of the Gallery, but you are required to pay a deposit of HK\$2,000 in cash or cheque made payable to “The Hong Kong Polytechnic University” to confirm your booking. If the deposit is not paid within a week of notification, the dates will be released.

時裝及紡織資源中心(MN109)並不收取場租，但確認訂用場地時參展者必須支付按金港幣\$2,000。按金可以現金、信用卡或支票形式繳交，支票抬頭為『香港理工大學』。請於收到通知後一星期內親臨時裝及紡織資源中心(MN109)繳交按金並完成訂場手續。逾期則作放棄論。

### Assessment of Application 審批申請

Completed application will be assessed by Fashion & Textiles Resource Centre Committee, the application result will be announced within 30 working days thereafter or before 12 months of the beginning of the exhibition. 填妥的申請表格將由時裝及紡織資源中心委員會審批，申請結果會於接著的30個工作天內或早於申請展覽開始前12個月通知。

## **Exhibition Agreement and Submission of Publicity Materials 簽約並提交宣傳資料**

An agreement must be signed no later than 3 months before your exhibition date. At the same time, you are required to submit the following publicity material:

請於舉辦展覽的月份前六星期親自前往時裝及紡織資源中心(MN109)簽約，並請繳交以下宣傳資料：

1. Banner / posters / handbills (both hard copies and digital files) 橫幅／海報／宣傳單張
2. At least 5 good quality photos (jpeg files of each in 3 Megapixel or above)  
不少於五張作品照片（JPEG 檔案, 每張相片 3 百萬圖元或以上）
3. A press release in English, and if possible, in Chinese as well 中英文新聞稿

## **Publicity 宣傳**

The Fashion & Textiles Resource Centre will publicise your exhibition through our ITC media network. However, exhibitors are responsible for the organization of the exhibition from preparing publicity work, all printed materials (invitations & catalogues etc.), to hanging and dismantling.

時裝及紡織資源中心將協助宣傳展覽。展覽者同時須自行負責展覽的宣傳策劃、宣傳物品（如海報、邀請卡等）的製作、以及展品的運送、裝置及拆卸等工作。

## **What are Your Responsibilities in the Gallery 展覽者的責任**

Do not deface the gallery venue and facilities. Fees will be charged for damages or loss. No exhibits will be stored in the Fashion & Textiles Resource Centre or after the exhibition period.

愛護展覽館提供的場地及設施。如有任何損失或破壞，時裝及紡織資源中心有權要求賠償。展覽者只准於展覽前兩天安排展覽品進場，並必須於展覽完結當日安排所有展覽品離場。

## **The Fashion & Textiles Resource Centre reserves the right to accept or reject a booking.**

時裝及紡織資源中心保留接受或拒絕訂用場地要求之權利