

The Fashion Gallery Booking Exhibition Regulations

服裝館預訂展覽說明

When to Make a Booking? 何時訂場?

Please submit your application in writing no earlier than 18 months and no later than 6 months before your intended exhibition date. Application will be processed on a first-come-first-served basis.

申請訂用場地，請於展覽日期前十八個月至前六個月內遞交場地申請表格及有關資料。申請展覽場地以先遞交先行審理為原則。

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）

Indemnification and Booking Confirmation 賠償保證及展覽確認

There is no rental charged for the use of The Fashion Gallery, and this contract includes an indemnification confirmation. The exhibitor needs to pay any damage to the space and facility in The Fashion Gallery according to the contract. The Fashion Gallery has the final right of the amount of indemnification.

服裝館並不收取場租，此合約包括場地物品設備損傷賠償保證。服裝館的場地及設施如有任何損壞，展覽者須照章賠付，賠付款額由服裝館最終決定。

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

Please submit the following publicity materials 6 weeks before the booking date for promotional use: 請於舉辦展覽的前六星期繳交以下資料用於宣傳推廣：

1. Banner / posters / handbills (both hard copies and digital files) (If any) 橫幅／海報／宣傳單張（如有）
2. At least 5 good quality photos (jpeg files of each in 300 dpi or above) 不少於五張作品照片（JPEG 檔案，每張相片 300 dpi 或以上）

3. An introduction in English, and if possible, in Chinese as well 展覽中英文簡介

What are Your Responsibilities 展覽者的責任

The Fashion Gallery will publicise your exhibition through the Gallery website and our SFT media network. Exhibitors are responsible for the organization of the exhibition from preparing publicity work, all promotion materials (poster, catalogues etc.), to hanging and dismantling.

服裝館將通過我們的 SFT 媒體網絡宣傳您的展覽。展覽者負責展覽的組織工作，宣傳策劃、宣傳物品（海報和圖冊等）的製作、懸掛和拆除。

Exhibitor have the ownership/ right to use/ copy right of all the works for exhibition, and The Fashion Gallery has the right to use exhibited work and related material (including artist biography, photos, works and exhibition photos, etc) on promotional campaign in the campus, and the website.

展覽者須擁有展品的所有權/使用權/作品知識產權，服裝館將有權使用展覽作品及相關資料（包括參展藝術家簡介、照片、作品及展覽圖片等）在大學及相關網站宣傳推廣等工作。

The Fashion Gallery does not provide any storage space. No exhibits will be stored in The Fashion Gallery or after the exhibition period.

服裝館不提供展品的倉儲保管。

Exhibitor is responsible for the safety of the exhibited works in The Fashion Gallery. Exhibitor can decide if the insurance is necessary, and purchase insurance accordingly.

展覽者需自行負責展品在服裝館展出期間的安全。展覽者可自行決定為展品辦理安全保險。

Exhibitor should be in charge of transportation, installation, taking down etc.

展覽者需自行負責運輸、安裝及拆卸等事宜。

The applied and permitted period includes installation, exhibition and taking down.

確認的展期包含佈展，展出及撤展時間。

The Fashion Gallery is able to provide the information of promotional methods within the campus.

服裝館將提供校園內可用的宣傳推廣方式的信息。

Exhibitor cannot use The Fashion Gallery title to make any non/ business agreement with media or press in any format.

展覽者不得以任何形式以服裝館名義向媒體單位發佈與展覽無關的信息和商業承諾。

The Fashion Gallery reserves the right to accept or reject a booking.

保留接受或拒絕訂用場地要求之權利

An event of force majeure (such as typhoons signal 8, earthquakes, fires, pandemic, Government requisition, strike, or social unrest), the exhibition contract will be terminated. Either of the parties will be responsible for this termination.

如出現不可抗力（如颱風、地震、火災、疫情、官方徵用、罷工、騷亂等），展覽合約將終止履行。任何一方均不會因此而承擔責任。

The Fashion Gallery Booking Form

服裝館展覽館預訂表格

For Official Use Only

Reference No.
Date of Receipt DD MM YYYY

Part I

Please complete all in BLOCK LETTERS 請用正楷填寫

Personal information provided will be proceeded for this application only.

提供的個人資料將僅用於此申請

Applicant 申請者

Title 稱號: Prof 教授 Dr 博士 Mr 先生 Ms 女士 Miss 小姐

Name in English: _____

中文姓名: _____

Name of institution(s): _____

團體名稱: _____

Tel 電話: (_____) _____

Mobile phone 流動電話: (_____) _____

E-mail Address 電子郵件地址: _____

Correspondence address: _____

通訊地址: _____

Exhibitor/organisation website (If any) 展覽者/團體網頁 (如有): _____

Have you used our venue before? 你是否曾經使用我們的場地: No 沒有 Yes 有

Please mention the titles of exhibitions and when 展覽名稱及時間: _____

Exhibition Information 展覽信息

Exhibition title in English: _____

展覽中文名稱: _____

Names of all exhibitors: _____

所有參展者姓名: _____

Presenter(s)/sponsor(s) (if any) 主辦機構／贊助（如有）: _____

Category (all items should be related to textiles or fashion) 展覽類型(所有展品應與紡織和服裝有關):

Fashion Design 時裝設計 Textile Design 紡織設計 Accessories Design 飾品設計 Others 其它

Form of exhibits (2D, 3D, etc.) 計劃展覽作品形式 (二維、三維、其它): _____

Booking period (please check the announced available booking period at The Fashion Gallery website)
預訂時間 (請參閱服裝館網頁公佈的可用時間選擇月份)

First choice 第一選擇: _____; Second choice 第二選擇: _____

Special technical requirements needed 特別的技術要求: _____

Notes 備注

You must submit the "The Gallery Booking Form" with sufficient information, including a brief exhibition proposal, 10 or more photographs of exhibits, CV or brief biography of the exhibitor(s) and/or organization(s) and information about previous exhibitions (e.g. catalogues). All submission should be sent directly to Ms Yuki Cheng, Exhibition Officer by e-mail: tcyuki@polyu.edu.hk. We will not be able to process the application if information submitted is incomplete.

請將填妥的「預訂展覽場地表格」，必須連同計劃書、十張或以上的作品照片（參考用）、申請者／主辦者的簡介、以往展覽的資料（例如展覽作品概覽或剪報）一併提交。請連同所有資料，經電子郵件遞交予展覽主任鄭小姐。請注意我們將不能處理資料不完整的申請。

Please check the following items are ready before you submit the form 遞交表格前，請檢查是否備齊以下列出所需的資料:

- Brief exhibition proposal 展覽計劃書
- Photographs of exhibits 計劃展覽作品照片
- CV or brief biography of the exhibitor(s) and/or organization(s) 申請者／主辦者的簡介
- Information about previous exhibitions 以往展覽的資料 (例如展覽作品概覽或剪報)

I undertake to observe and consent with the terms and conditions on the application form, venue booking arrangement and venue hire regulations relating to venue booking application.
本人已細閱、明白及同意本申請表的內容、場地申請須知及場地使用守則。

Signature 簽署： _____

Name 姓名： _____

Post and organization (if any) 職位及機構： _____

Date 日期: _____

Part II

CV / Brief Biography of Exhibitor(s) 展覽者簡歷

(Use a separate sheet if needed)

如有需要，請另附加一張紙填寫

Brief Exhibition Proposal 展覽簡介

(min 300 words (English), min 200 words (Chinese) 不少於300字(英文) 或200字(中文))

(e.g. theme, the exhibition materials, contents, no. of exhibits etc. Please use a separate sheet if the space is not enough.
請附上詳細展覽資料，如主題、展覽物料、內容、展品數量等。如空位不敷填寫，可另頁詳列有關資料)