

Application Form for Educational Panels

Applicant Information

Full Name of the Applicant			
Organisation Name (if applicable)		Position	
Contact Phone Number		Email Address	

Services Details

(1) Services Selected: Type A#/ Type B *(Delete as appropriate. Please find the details overleaf)*

(2) Proposed Exhibition Period of the Education Panels

(duration shall be limited up to 7 calendar days) (Example: 2 October - 8 October)*

First priority: _____

Second priority: _____

Third priority: _____

(3) Proposed Date and Time of Promoter Service:

(duration shall be within the Exhibition Period) (Example: 7 October 9:00 – 12:00)*

First priority: _____

Second priority: _____

Third priority: _____

#Not required to fill (3) if Type A is selected.

*Remark: The contractor of the Environmental Protection Department will set up the education panels at 10:00 on the 1st day of promotion and remove them no later than 17:00 on the last day of promotion.

Services

	Type A	Type B
Duration	up to 7 calendar days	Promoters: 3 hours per session Panels: up to 7 calendar days
Service Scope	Standalone educational panels without promoters	<ul style="list-style-type: none">● Educational panels● Mobile promotion booth x 1● Provision of 2 promoters

Terms and Conditions

1) Panel Specifications

- a) The Environmental Protection Department (EPD) will provide standard exhibition panels with a size of 2m (h) x 4m (w).
- b) Panels will be made of durable and lightweight materials suitable for temporary displays.

2) Exhibition Period

- a) Panels can be borrowed for a maximum of 7 calendar days.
- b) The start and end dates of the exhibition period must be clearly specified in the application form.

3) Responsibilities of Applicant

- a) Applicant shall take reasonable care to prevent damage to the panels during the exhibition period.
- b) Applicant agrees to return the panels in good and serviceable condition.
- c) Applicant may be liable for the cost of repairing or replacing any panels that are damaged or lost while in their possession.

4) Promotion and Publicity

- a) Applicant shall acknowledge the EPD's support in all promotional materials related to the educational panels.

5) Insurance and Liability

- a) The EPD and its Contractor will not be held liable for any injuries, damages, or losses incurred in connection with the applicant's use of the panels.

6) Application Process

- a) Applications shall be submitted by the 1st day of the month prior to the proposed exhibition period using the provided form (e.g. if you wish to reserve education panels on 1 November 2024, the application should be sent to the EPD by 1 October 2024).
- b) Successful applicants will be notified within 3 weeks after the application submission.
- c) The EPD reserves the right to decline applications or adjust the terms at its discretion.

7) Termination and Breach

- a) The EPD may terminate the agreement and recall the panels if the applicant fails to comply with the stated terms and conditions.
- b) In the event of a breach, the applicant may be ineligible for future application opportunities.

Signature

By submitting this application, I understand and agree to abide by these terms and conditions. I certify that the information provided in this application is true and accurate.

Signature and company chop: _____

Date: _____