

借用展覽板申請表格

Application Form for Exhibition Board Loan Service

請填妥申請表並 fax 至 2338 5521 或電郵至 jason.hui@unicef.org.hk

Please complete the form and fax to 2338 5521 or email to edu@unicef.org.hk

申請人資料 Details of Applicant					
機構名稱 Name of Organization					
機構性質 Nature of Organization (請別選合適方格 Please tick the appropriate box)		<input type="checkbox"/> 幼稚園 Kindergarten		<input type="checkbox"/> 小學 Primary School	
		<input type="checkbox"/> 中學 Secondary School Organization		<input type="checkbox"/> 社福機構 Social Service Organization	
		<input type="checkbox"/> 其他 Others _____			
展覽目的 Purpose of exhibition					
預期參觀人數 Expected no. of visitors					
申請人姓名 Name of Applicant				職位 Post	
電話 Tel. No		手提電話 Mobile No.		傳真 Fax No.	
電郵地址 Email Address					
機構地址 Address of organization					
租借的日期和時間 Date and time of the booking					
<ul style="list-style-type: none"> - 借用展覽板租期限定為 14 天，包括取貨和退貨日期。The loan period of the exhibition board is strictly limited to 14 days, inclusive of the date of collection and return. - 請於辦公時間內(星期一至五上午 10 時正至下午 5 時 30 分)提取和交還展板。Please make your own arrangement to collect and return the exhibition boards during office hours (Mon to Fri: 10:00 a.m. – 5:30 p.m.) 					
		提取日期 Collection Date		交還日期 Return Date	
		日期 (日/月/年) Date (dd/mm/yy)	時段 Time slot	日期 (日/月/年) Date (dd/mm/yy)	時段 Time slot
第一選擇 1st choice			10:00 – 12:30		10:00 – 12:30
			14:30 – 17:30		14:30 – 17:30
第二選擇 2nd choice			10:00 – 12:30		10:00 – 12:30
			14:30 – 17:30		14:30 – 17:30
借還地點 Collection and return address					
香港英皇道 75-83 號聯合出版大廈 7 樓 7/F, SUP Tower, 75-83 King's Road, Hong Kong					
個人資料收集及私隱聲明 Personal Data Collection and Privacy Statement					
<input type="checkbox"/> 聯合國兒童基金會香港委員會(「本會」)遵照《個人資料(私隱)條例》收集及使用您的個人資料。本會將根據您於表格上提供的聯絡方法，為你發送有關兒童權利教育、母乳餵哺、育兒知識等相關資訊，並不定期向您匯報聯合國兒童基金會與本會的最新工作情況，包括如何幫助世界各地有需要的兒童。我們會盡力保護您的私隱與安全。您也可隨時取消訂閱本會資訊。有關個人資料收集聲明詳情，請瀏覽(https://www.unicef.org.hk/legal/#privacy)若您想表示反對接收有關資訊，請別選左列方格 The Hong Kong Committee for UNICEF ("UNICEF HK") collects and uses your personal data in accordance with the Personal Data (Privacy) Ordinance. UNICEF HK will use the information you provide on this form to send you Children's Right education, breastfeeding and parenting information, as well as occasional updates about the work of UNICEF and UNICEF HK, including ways you can support children around the world. Your personal information will be kept private and held securely. You can unsubscribe at any time. For more information about the Personal Information Collection Statement please visit www.unicef.org.hk/legal/#privacy . Please tick the left box if you do NOT wish to receive any information or materials regarding campaigns, activities or fundraising appeals hosted or administered by the Hong Kong Committee for UNICEF.					
聲明 Declaration					
本人現聲明上述資料正確無訛，沒有遺漏，並願意遵守有關的借用展覽板的條款和規定。 I hereby declare that all the information given on this form is correct and complete, and agree to abide by the guidelines and regulation for the use of the exhibition board.					
申請人簽署 Applicant's signature		機構印章 Organization Chop		日期 Date	

借用展覽板的條款和規定

Guidelines and Regulations for the Use of Exhibition Board

1. 借用者須於活動開始前一個月提出借用展覽板申請，其分配方法為先到先得。
Applications for loan of the exhibition board should be made **at least one month** and will be processed on a first-come-first-served basis.
2. 如有任何取消或更改，借用者必須至少 7 日前提出書面通知聯合國兒童基金會香港委員會 (UNICEF HK)。
For any cancellation or changes, **at least seven days** prior written notice to the Hong Kong Committee for UNICEF (hereinafter UNICEF HK) is required.
3. 借用展覽板租期限定為兩星期。未能遵守租用期限者可能會被取消日後借用教材的資格。
The loan period of the exhibition board is strictly limited to **2 weeks**, where failure to adhere to the loaning period may result in a loss of the eligibility for future borrowing.
4. 借用者須自行安排運送，並按申請表格上填寫的借還日期，到 UNICEF HK 辦公室 提取和交還展板。
Applicants are required to make their own arrangement to collect and return the exhibition boards at UNICEF HK office.
5. 借用者必須在提取和交還展覽板時，須帶同填妥之借用表格正本及確認電郵。
Applicants are required to bring the **completed application form and confirmation email** form during the collection and return of exhibition board.
6. 借用者須在活動結束後的一個星期內，向 UNICEF HK 提交至少兩張相關活動照片（電子副本）至 edu@unicef.org.hk，並授權 UNICEF HK 以作日後宣傳之用。
After completion of the activity, applicants need to submit at least **two photos** of the activity (e-copy) within **one week** to edu@unicef.org.hk and authorize UNICEF HK to use the photos for promotion.
7. 借用者不得向參觀人士收取任何費用，或未經 UNICEF HK 同意而擅自把展板借予任何其他機構。借用者只能將展覽板使用於非牟利用途。
Applicants shall not charge visitors any fee or lend the exhibition board to any other organisation without the prior consent from UNICEF HK. All loaned out exhibition board can only be used for non-profit making purposes.
8. 展覽板的背面供有魔術貼膠帶。借用者必須自行準備相應的魔術貼膠帶。
The exhibition board comes with velcro tape at the back of the board. Applicants are required to prepare the corresponding accessories to support the use of the velcro tape.
9. 借用者不得在展覽板的背面貼上任何膠紙或其他黏貼的物料
Applicants are not allowed to put any other tape or adhesive materials on the back of the exhibition board.
10. 借用者須對展覽板造成的所有損壞負責。UNICEF HK 有權向申請人追討賠償，包括修補或重新製作展板的費用及任何其他有關費用。
Applicants shall be liable for any damage or loss of materials caused to the exhibition board. UNICEF HK reserves the right to claim damages from the applicants, including the cost of repairs or reproduction of the boards and any other related costs.
11. 未經 UNICEF HK 授權，不可複製或擷取展覽板內容。
Without prior consent from UNICEF HK, duplication or extraction of all materials on the exhibition board is not allowed.
12. UNICEF HK 保留審批申請的最終決定權。
All applications are subject to the final approval and discretion of UNICEF HK.

展板規格		Specifications of exhibition board	
件數：	4	No. of Panels:	4
尺寸：	150cm (闊) x 90cm (高)	Dimensions:	150cm (W) x 90cm (H)
安裝方法：	魔術膠貼	Installation:	Velcro tape
內容：	認識聯合國《兒童權利公約》，配以各個本地及全球議題，了解兒童權利。	Content:	Understanding the United Nations Convention on the Rights of the Child and child rights by exploring various local and international children's issues.
語言：	雙語 (中文及英文)	Language:	Bilingual (Chi & Eng)