

**The University of Macau**  
**Guidelines for Banners, Foam boards & Easy-stands Hoisting**  
**at UM Sports Complex (N8)**

Document code:	OSA-SFM.11/201703/001.r01
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*Associate responsible units: SAO*

*Keywords: banners, foam boards, easy-stands, hoisting, um sports complex, n8*

### ***Purpose***

To provide designated locations at UM Sports Complex (N8) for placing banners, easy-stands and foam boards from student organizations and units for use of activity promotions.

### ***Before the Hoisting Day***

1. The application forms for the reservation of banners / easy-stands / foam boards hoisting must be submitted at least 4 working days before the hoisting day, or it will not be accepted.
2. Applicants should hoist the promotional materials no more than 7 days before the first day of activity, and remove them immediately after the activity or before the end of the reservation.
3. A copy of the promotional materials should be submitted together with the application form for approval, otherwise the application will not be accepted.
4. Applicants should inform OSA of any changes or cancellation of reservation at least 2 working days prior to the hoisting day.

### ***On the Hoisting Day***

1. Hoisting reservation will be cancelled AUTOMATICALLY if no promotional material is being hoisted on the first day of reservation.
2. Reserved hoisting areas could only be used by approved applicants. No transference to other clubs or parties is allowed without another approved

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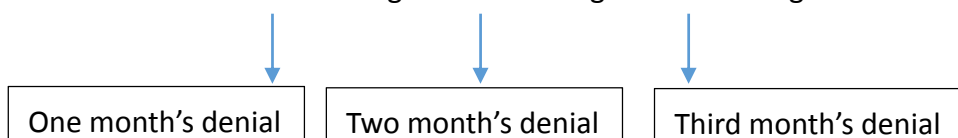
application.

3. Applicants are responsible for the hoisting, removal and maintenance of one's promotional materials during the reserved period. Any confiscation of expired promotional materials will not be returned.
4. OSA reserves the right to remove any promotional materials (e.g. posters, flag, banners or easy-stands) without prior approval, notification and justification.
5. Users must not occupy spaces other than the approved area. Any violation will result in reminder, warning or penalty.

***Warnings & Penalties***

1. Reminders and warnings will be given to any violations of the above guidelines.
2. Two accumulated reminders followed by one warning will result in one month's denial of banner, easy-stand, and foam board reservation services.
3. Two accumulated reminders followed by two warnings will result in two months' denial of banner, easy-stand, and foam board reservation services.
4. Two accumulated reminders followed by three warnings will result in three months' denial of banner, easy-stand, and foam board reservation services.

1<sup>st</sup> Reminder → 2<sup>nd</sup> Reminder → 1<sup>st</sup> Warning → 2<sup>nd</sup> Warning → 3<sup>rd</sup> Warning



***Enquiries***

For enquiries, please call our office 8822 8664 or 8822 9262 during office hours.

Monday – Thursday 9:00 - 13:00, 14:30 - 17:45

Friday 9:00 - 13:00, 14:30 - 17:30

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**Promotion locations at UM Sports Complex (N8)**

Floor	Location	Code	Picture
<b>Easy Stand (size: 80cm x 180cm)</b>			
G/F	N8 Main Entrance	<u>N8-EASYSTAND-GF-01a</u> <u>N8-EASYSTAND-GF-01b</u> <u>N8-EASYSTAND-GF-01c</u>	
G/F	<u>N8 Sport Pavilion Entrance</u>	<u>N8-EASYSTAND-GF-02a</u> <u>N8-EASYSTAND-GF-02b</u> <u>N8-EASYSTAND-GF-02c</u> <u>N8-EASYSTAND-GF-02d</u> <u>N8-EASYSTAND-GF-02e</u> <u>N8-EASYSTAND-GF-02f</u> <u>N8-EASYSTAND-GF-02g</u> <u>N8-EASYSTAND-GF-02h</u>	
GF	G/F Lift Lobby	<u>N8-EASYSTAND-GF-03a</u> <u>N8-EASYSTAND-GF-03b</u> <u>N8-EASYSTAND-GF-03c</u> <u>N8-EASYSTAND-GF-03d</u>	

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3/F	3/F Lift Lobby	<u>N8-EASYSTAND-3F-01a</u> <u>N8-EASYSTAND-3F-01b</u>	
4/F	4/F Lift Lobby	<u>N8-EASYSTAND-4F-01a</u> <u>N8-EASYSTAND-4F-01b</u>	
<b>Glass (Foam Board)</b>			
G/F	N8 Main Entrance Glass Door  Max. Size: 80cm x 180cm	<u>N8-GLASS-GF-01a</u> <u>N8-GLASS-GF-01b</u> <u>N8-GLASS-GF-01c</u> <u>N8-GLASS-GF-01d</u> <u>N8-GLASS-GF-01e</u> <u>N8-GLASS-GF-01f</u>	

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<b>Banner (Needs to be installed and uninstalled by qualified contractors)</b>			
1/F	N8 Main Entrance  <u>Max. Size:</u> 800 x 180cm	<u>N8-BANNER-1F-01</u>	
1/F	Ladder of Office of Sports Affairs  <u>Max. Size:</u> 250x 100cm	<u>N8-BANNER-1F-02a</u> <u>N8-BANNER-1F-02b</u>	