



**Entrepreneurship and Innovation Education Unit**

**The Education University of Hong Kong Library**

**2020 Student Fair – EdUHK Lunar New Year Fair 教大年宵**

**Application for Participation – EdUHK Alumni**

To promote innovative and entrepreneurial spirits among EdUHK students, Entrepreneurship and Innovation Education Unit of EdUHK Library will organise the 2nd Student Fair in January 2020. EdUHK students will have a chance to run their own business, to learn from experts in the industries and to win awards in competition on business planning, stall design, product design, etc. The Student Fair will also continue to serve as a platform for the University to connect with our Tai Po neighborhood, and to raise public social caring awareness through the participation of schools, NGOs and social enterprises.

Details of Event: 11 am to 6 pm, Friday & Saturday, 10 & 11 January 2020, Tai Po Campus, The Education University of Hong Kong

Eligibility of Participation: All EdUHK students either as an individual or in a group. To enhance diversity and synergy, external partners such as EdUHK alumni, schools, NGOs, social enterprises and commercial sponsors will also be invited to participate.

Participation Fee and Deposit for EdUHK Alumni: A total of $800 per stall run by EdUHK Alumni if application is accepted by the Organiser, including non-refundable Participation Fee of $400 and refundable Deposit of $400. Deposit is redeemable upon meeting all requirements specified in paragraph 8 of “Guidelines for EdUHK Alumni” (**Appendix 1**).

Please complete and return this application form **on or before 30 September 2019** via fax 2948 6696 or e-mail: [cpochi@eduhk.hk](mailto:cpochi@eduhk.hk), attention to Ms Angela Chan. For enquiries, please contact Ms Chan by e-mail or by phone at 2948 6511.

**PLEASE READ THE ATTACHED GUIDELINES CAREFULLY BEFORE APPLYING.** By completing and submitting this application form, you signify your agreement to all terms and conditions of this form and attached guidelines.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Details of Individual Applicant / Leader of Group Applicant:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | HKID No.: |  |
| Programme Attended\*: |  |  | Year of Graduation\*: |  |
| E-mail Address: |  |  | Mobile No.: |  |

*\* Applicants are required to produce copies of HKID and EdUHK graduation documents of all group members for verification if application is accepted.*

**Type of Participation (please tick one):**

Individual

Group: *Please provide detailed information of all other group members in* ***Appendix 3****.*

***If the Applicant plans to collaborate with external parties in running a stall, please provide details on separate sheet(s).***

**Category of Product(s)/Service(s) (may tick more than one):**

|  |  |  |  |
| --- | --- | --- | --- |
| Clothing & Accessories | Arts & Crafts |  | STEM Products & Activities |
| Home Wares | Electronics |  | Others (please specify): |
| Games | Second Hand Goods |  |  |

Description of product(s) for sale and/or service(s) to be provided at the stall, including price ranges (in English or Chinese, please use separate sheets if necessary):

|  |
| --- |
|  |

**Facility Requirements:**

|  |  |
| --- | --- |
|  | Electricity (please specify electrical appliances and equipment to be used at the stall): |
|  |  |
|  | Network Connection (please specify ICT equipment to be used at the stall): |
|  |  |
|  | Other Special Requirements (please specify): |
|  |  |

**Signature:**

|  |  |  |
| --- | --- | --- |
| Individual Applicant or  Leader of Group Applicant |  | Date |

**Appendix 1**

**Guidelines for EdUHK Alumni**

**Definitions**

1. “Organiser” refers to the Education University of Hong Kong Library and the 2020 Student Fair Organising Team.
2. “Applicant” refers to individual EdUHK Alumnus or a group of EdUHK Alumni applying for setting up and running a stall at the 2020 Student Fair.
3. “Participant” refers to the Applicant who has been formally accepted in writing by the Organiser and has successfully paid the Participation Fee for setting up and running a stall at the 2020 Student Fair.
4. “Student Fair” refers to “2020 Student Fair – EdUHK Lunar New Year Fair 教大年宵”.

**Eligibility and Requirements**

1. All EdUHK students, either part-time or full-time, are eligible to apply for participation. External partners such as EdUHK alumni, schools, NGOs, social enterprises and commercial sponsors will be invited to participate by the Organiser to enhance diversity and synergy of the Student Fair.
2. Since the number of stalls are limited, each party (whether an individual or a group) may submit one application only.
3. This activity is partially funded by the UGC. Priority of acceptance will be given to local undergraduate students of EdUHK as required by the UGC.
4. Participant(s) are required to:
   1. attend all briefings and training workshops organised by the Organiser;
   2. submit a Business Plan on or before the date specified by the Organiser;
   3. clean and tidy up the assigned stall and return all borrowed items when moving out; and
   4. provide data as required by the Organiser for enhancement of future programmes.

Participant(s) will be entitled to redeem the $400 deposit upon meeting all requirements described in this paragraph.

1. Information on the goods/services (e.g. hand crafted products) must be provided in advance, and tally with the actual situation of the Student Fair. Participants failing to do so may be disqualified by the Organiser. In addition to tangible goods, artistic and professional services may also be provided at the stalls, e.g. handicraft workshops, portrait drawing, photography, games, etc.
2. Assignment, contracting and/or sub-letting of stalls or parts of stalls by the Participants to any third parties is strictly prohibited. Any Participant found to be in breach of this sub-letting prohibition will be asked to immediately remove all illegitimate third party materials and business information. The Organiser reserves the right to claim for any losses caused by assignment, contracting and/or sub-letting of stalls or parts of stalls by the Participants and terminate the participation of such Participants.
3. Applicants may propose to collaborate with external parties (e.g. alumni, schools, NGOs, social enterprises) in running the stalls. Full details must be provided in the application for consideration by the Organiser. If accepted, the Applicants/Participants will remain to be solely and fully responsible for discharging all responsibilities of their participation in the Student Fair.
4. The Organiser reserves the right to reject any application base on absolute sole discretion without assigning any reasons.

**Payment**

1. Participation Fee of $400 (non-refundable) and Deposit of $400 (refundable upon meeting all conditions and requirements in paragraph 8) must be paid immediately upon formal acceptance by the Organiser.
2. Request for refund will not be considered once payment is made. Redeem of Deposit must be made in accordance with all conditions and requirements specified in paragraph 8.
3. Participation Fees and Deposit will not be refunded to Participants disqualified by the Organiser or withdraw on their own accord for whatever reason.

**Stall Allocation**

1. The Organiser will review and ensure that the applications are qualified according to all terms and conditions of the Student Fair. If the number of qualified applications exceed the number of stalls available, the Organiser will select applications according to criteria predefined by the Organiser, including but not limited to: priority for local undergraduate students as required by the UGC, relevancy to the aims and objectives of the Student Fair, expected learning experience in entrepreneurship and innovation, viability of the proposed business, attractiveness, expected customer base, etc. All decisions of the Organiser shall be final and no appeal will be accepted.
2. The Organiser has the sole and absolute discretion in allotting stall for each accepted Participant. All decisions including stall location shall be final and no request for change will be entertained.

**Stall Specifications**

1. Each standard stall comprises a 2m(L) x 2m(W) x 2.5m(H) (approx.) marquee, one 1.8m(L) x 0.8m(W) x 0.7m(H) (approx.) table and one chair.
2. Each stall can allow a maximum of 2 additional chairs upon request.

**Stall Operation**

1. Participants must attend fully all two days of the Student Fair (i.e. 10 and 11 Jan 2020) and ensure that their stalls are manned and open during the opening hours (i.e. 11:00 am to 6:00 pm) by at least one authorized representative who shall be fully responsible for the operation of the respective stall.
2. Participants are only allowed to set up their allocated stalls at the timeslots specified by the Organiser.
3. Participants shall pack up and vacate their allocated stalls by 7:00 pm on the last day of the Student Fair, unless otherwise stated.
4. All audio-visual equipment must generate a noise level which does not cause any annoyance or inconvenience to other Participants, visitors, as well as students and staff on campus.
5. All tables, chairs and items borrowed by the Participants must be returned to the Organiser in good condition at the end of the Student Fair. If the Participants are found intentionally damaging or losing the borrowed items, the person at fault must pay the University for loss or damage up to the full value.
6. Participants shall be responsible for the disposal of their stalls’ trash and refuse by the end of the Student Fair operation.

**Display and Merchandising Requirements**

1. Participants can only sell merchandise and services declared on their application forms unless with exemption granted by the Organiser.
2. Sale of the following items is strictly prohibited:
   1. Food and beverage without appropriate licences issued by the authorities
   2. Unlicenced, banned products or items which violate any trademarks or intellectual properties
   3. Offensive weapons, firearms, ammunition, explosives, radioactive materials, flammable substances, obscene articles, poisons and illegal drugs and associated paraphernalia
   4. Any form of alcohol or tobacco products
   5. Any animals or parts of animals
   6. Any other items, merchandise or goods that are prohibited by laws or considered inappropriate by the Organiser
3. The Participants warrant that all merchandise to be sold at the stalls do not violate the laws of Hong Kong SAR. All merchandise to be sold or services to be provided must be legal in Hong Kong market and if any licences or permits are required for such marketing, selling or possession, the Participants must obtain the appropriate licences or permits. The Participants must at all times be compliant with any laws or regulations governing the marketing, sale, importation and possession of such products or provision of such services.

**Termination of Right to Participate**

1. If the Organiser is of the view that behaviours or actions of particular Participants are illegal, offensive, dangerous, and/or potentially inconsistent with the Organiser’s/Student Fair’s objectives, the Organiser has the full authority to terminate the participation of such Participants.
2. If any Participants are found to have committed any acts which, in the opinion of the Organiser, might prejudice or damage the reputation and/or image of the Student Fair or the University, the Organiser has the full authority to terminate the participation of such Participants.
3. In the event that particular Participants’ right to participate in the Student Fair is terminated by the Organiser, the Participants shall have no claim for refund of any monies paid to the Organiser or any form of compensation.

**Change and Cancellation of Student Fair**

1. The Organiser reserves the right to change the date(s) of the Student Fair to other date(s) (including but not limited to postponing to later date(s)) as the Organiser deems fit, or cancel, or shorten the duration of the Student Fair at any time without incurring any liability whatsoever to the Participants due to circumstances beyond the Organiser’s control including but not limited to major disruption of transport system, extreme weather conditions, etc.
2. If the Student Fair is cancelled due to special circumstances, it shall be rescheduled to a date determined by the Organiser. Alternatively, the Organiser may offer the participants to join the next Student Fair as compensation.

**Additional Rules and Regulations**

1. The Organiser reserves the right to interpret, alter and amend any of these guidelines and to issue additional rules and regulations at any time it considers necessary for the orderly operation of the Student Fair.

**Indemnity**

1. The Organiser shall not be held responsible for any dispute or liability arising from the sale of merchandise or services provided by the Participants.
2. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the Participants/visitors, their personal belongings and merchandise.
3. Doing business involves risk. Applicants must fully understand that there will be chances of money losses, and they should consider their own investment objectives and risk tolerance level. The Applicants acknowledge that the Organiser has given no commitment or guarantee as regards the number of visitors to the Student Fair and the results of the Student Fair, and agree that they have no claim against the Organiser in this connection.

**Appendix 1**

**Details of All Other Group Members**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | HKID No. | EdUHK Programme Attended | Year of Graduation | E-mail Address | Mobile No. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |