



The Hong Kong University of Science and Technology

Campus Management Office

Request for Display Unit Erection

Part I

(To be completed by Applicant whose rank should be Band 5 or above or equivalent)

Name : _____ E-mail Address : _____ Dept. : _____

Post/Rank : _____ Tel : _____ Fax: _____

Title of Function : _____ UGC Funded: Yes / No

Duration of Function (Time/Date) : From _____ to _____

Location of Function : _____ Venue approved for use : Yes / No
(Please attach layout plan)

Erection time / Date : at _____ on _____ Dismantling time / Date : at _____ on _____

Items Required :

Items	Qty.	Remarks (if any)
Pillar 1400mm Diameter (2500mm high)		
Display Unit A (2970mm x 990mm x 2595mm)		Please refer to Part III for details
Display Unit B (5360mm x 1690mm x 2595mm)		
Display Unit C (4780mm x 1400mm x 2595mm)		
Display Unit D (3175mm x 3175mm x 2390mm)		

**Please return the completed form to CMO / Administration
(Fax : 2358 1450 Enquiry hotline : 2358 6500)**

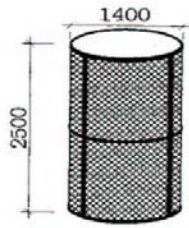
Note : Request Form is required to be received by the CMO at least 7 working days in advance of the erection date.
Otherwise, request may not be served.
Double-side adhesive tape and glue are not allowed for sticking materials on the display units.

Part II

Action by CMO	
Venue approved/noted by CMO / Administration : _____	Date : _____
Message received by CMO / BM on : _____	Followed up by : _____
Remarks : _____	
Distribution for action :	
<input type="checkbox"/> Store	<input type="checkbox"/> Removal
<input type="checkbox"/> Workshop	<input type="checkbox"/> Security
<input type="checkbox"/> Others _____	

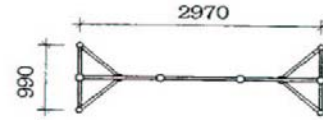
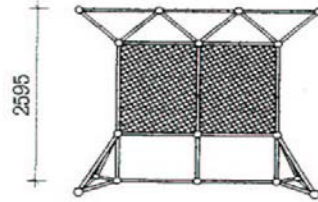
(Continue on the back)

Part III



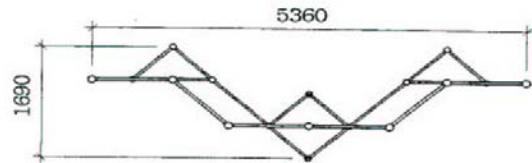
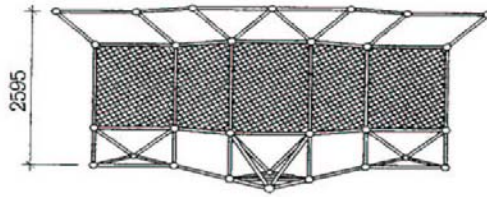
PILLAR

8 PANELS KIOSK OF 2500MM HIGH, DIAMETER OF 1400MM
STANDARD PANEL SIZE: 1750x1150MM



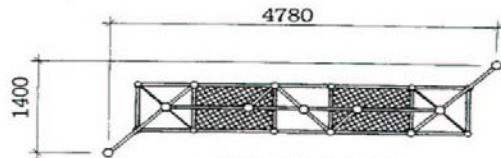
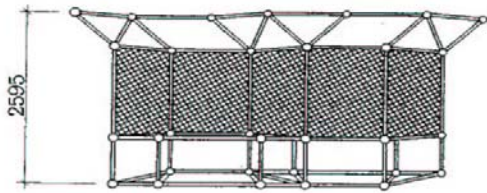
DISPLAY UNIT A

2 PANELS UNIT WITH DIM : 2970x990x2595 MM
STANDARD PANEL SIZE : 980x1390MM



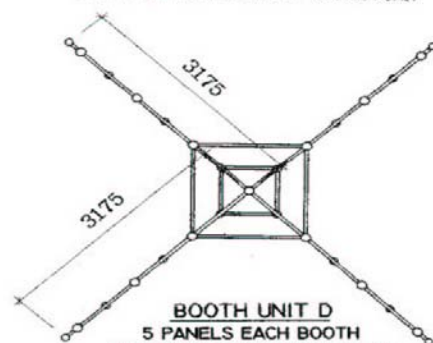
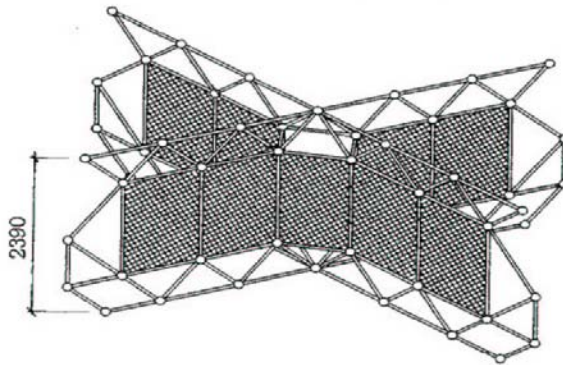
DISPLAY UNIT B

5 PANELS UNIT WITH DIM : 5360x1485x2595 MM
STANDARD PANEL SIZE : 980x1390MM



DISPLAY UNIT C

5 PANELS UNIT WITH TABLE TOP 685x975x19MM
DIM : 4780 x 1400 x 2595 MM
STANDARD PANEL SIZE : 980x1390MM



BOOTH UNIT D

5 PANELS EACH BOOTH
WITH DIM : 3175x3175x2390 MM
STANDARD PANEL SIZE : 980x1390MM