

## **EdU Autumn Mini Fair Guidelines for Participants**

### **Definitions**

1. “Organiser” refers to Entrepreneurship and Innovation Education Unit of The Education University of Hong Kong Library.
2. “Applicant” refers to individual EdUHK Student / Alumnus or a group of EdUHK Students / Alumni applying for setting up and running a stall / 2 stalls at the Mini Fair.
3. “Participant” refers to the Applicant who has been formally accepted in writing by the Organiser and has fully paid the Participation Fee(s) and Deposit(s) for setting up and running a stall / 2 stalls at the Mini Fair.
4. “Mini Fair” refers to “EdU Autumn Mini Fair 教大・秋色・小市集”.

### **Eligibility and Requirements**

5. All EdUHK students, either part-time or full-time, and alumni are eligible to apply for participation. Priority will be given to EdUHK students and groups with at least two EdUHK students.
6. Since the number of stalls are limited, each applicant (whether an individual or a group) may submit one application only.
7. Each individual applicant or group applicant may opt to apply for at most 2 adjacent stalls, subject to availability. Double Participation Fees and Deposits will apply if application for 2 adjacent stalls is accepted.
8. Participants are required to:
  - a) attend all briefings and training workshops organised by the Organiser;
  - b) submit a Business Plan on or before the date specified by the Organiser;
  - c) clean and tidy up the assigned stall(s) and return all borrowed items when moving out;
  - d) after the completion of Mini Fair, submit an assessment and reflection report on or before the date specified by the Organiser; and
  - e) provide data as required by the Organiser for enhancement of future programmes.

Participants will be entitled to redeem the \$400 (for 1 stall) or \$800 (for 2 stalls) Deposit(s) upon meeting all requirements described in this paragraph.

9. Information on the goods/services (e.g. hand crafted products) must be provided in advance, and tally with the actual situation of the Mini 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, etc.
10. 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.
11. Applicants may propose to collaborate with external parties (e.g. 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 Mini Fair.
12. The Organiser reserves the right to reject any application base on absolute sole discretion without assigning any reasons.

### **Payment**

13. 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.
14. Double Participation Fees of \$800 and double Deposits of \$800 will apply if application for 2 adjacent stalls is accepted.
15. Request for refund will not be considered once payment is made. Redeem of Deposit(s) must be made in accordance with all conditions and requirements specified in paragraph 8.
16. Participation Fees and Deposits will not be refunded to Participants disqualified by the Organiser or withdraw on their own accord for whatever reason.

## **Stall Allocation**

17. The Organiser will review and ensure that the applications are qualified according to all terms and conditions of the Mini 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: relevancy to the aims and objectives of the Mini 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.
18. 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**

19. Each standard stall comprises one 180 cm x 60 cm (approx.) table and 2 chairs.

## **Stall Operation**

20. Participants must attend fully all two days of the Mini Fair (i.e. 17 and 18 September 2022) and ensure that their stalls are manned and open during the opening hours (i.e. 11:00 am to 8:00 pm) by at least one authorized representative who shall be fully responsible for the operation of the respective stall.
21. Participants are only allowed to set up their allocated stalls at the timeslots specified by the Organiser.
22. Participants shall pack up and vacate their allocated stalls by 10:00 pm on the last day of the Mini Fair, unless otherwise stated.
23. All audio-visual equipment must generate a noise level which does not cause any annoyance or inconvenience to other Participants and visitors.
24. All tables, chairs and items borrowed by the Participants must be returned to the Organiser in good condition at the end of the Mini 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 or as charged by the venue provider.
25. Participants shall be responsible for the disposal of their stalls' trash and refuse by the end of the Mini Fair operation.

## **Display and Merchandising Requirements**

26. Participants can only sell merchandise and services declared on their application forms unless with exemption granted by the Organiser.
27. Sale of the following items is strictly prohibited:
  - a) Food and beverage without appropriate licences issued by the authorities
  - b) Unlicensed, banned products or items which violate any trademarks or intellectual properties
  - c) Offensive weapons, firearms, ammunition, explosives, radioactive materials, flammable substances, obscene articles, poisons and illegal drugs and associated paraphernalia
  - d) Any form of alcohol or tobacco products
  - e) Any animals or parts of animals
  - f) Any items or materials of the following nature: i) provocative; ii) defamatory; and/or iii) spreading hate speech
  - g) Any other items, merchandise or goods that are prohibited by laws or considered inappropriate by the Organiser
28. 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**

29. 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/Mini Fair's objectives, the Organiser has the full authority to terminate the participation of such Participants.
30. 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 Mini Fair or the University, the Organiser has the full authority to terminate the participation of such Participants.
31. In the event that particular Participants' right to participate in the Mini 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 EdU Autumn Mini Fair**

32. The Organiser reserves the right to change the date(s) and/or venue of the Mini Fair to other date(s) and/or venue (including but not limited to postponing to later date(s)) as the Organiser deems fit, or cancel, or shorten the duration of the Mini 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, public health conditions, extreme weather conditions, actions of the venue provider, etc.
33. If the Mini Fair is cancelled due to special circumstances, it shall be rescheduled to date(s) and venue determined by the Organiser. Alternatively, the Organiser may offer the participants to join another event of similar nature as compensation.

### **Additional Rules and Regulations**

34. 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 Mini Fair.
35. Participants must also comply with all regulations and guidelines imposed by the venue provider.

### **Indemnity**

36. The Organiser shall not be held responsible for any dispute or liability arising from the sale of merchandise or services provided by the Participants.
37. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the Participants/visitors, their personal belongings and merchandise.
38. 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 Mini Fair and the results of the Mini Fair, and agree that they have no claim against the Organiser in this connection.

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