Appendix 2

Terms and Conditions for submissions to the MTR Community Art Gallery

Application

1. The application period for the following year submission is opened from May to October each year, on a first come, first served basis. However, any non-profit organisation/school which is a first-time applicant will be given priority. Submissions beyond the application period will not be considered under normal circumstances.

2. Applicants should be located in the corresponding station district, or the submission will not be considered.

3. Only schools and non-profit organisations are eligible to apply and should each submit one application ONLY. Duplicate submissions will not be considered.

Submission/Vetting

1. Submissions must be for two-dimensional works that can be placed on the Gallery's display panel. Specific dimensions are listed in the Community Art Gallery of MTR (Appendix 3) for reference.

2. The submissions cannot contain any violent, indecent or unpleasant elements that may arouse public concern or discomfort.

3. Applicants will be notified of the results by post/fax two months before the display period.

4. The school/organisation is advised to submit a sketch outlining the display layout, photos of a banner indicating the school/organisation name and all products to be displayed in the station together with the attached reply slip one month before the exhibition period for vetting.

5. Upon notification of a successful application, the school/organisation must submit the artwork display to the station two weeks before the posting date.

Artwork posting and dismantling

1. Banners showing the school/organisation name should not exceed 10 cm in height. No telephone numbers, addresses, email addresses or website addresses can be displayed on the panels.

2. Magnets must be used to affix the artwork and banners to the panels. No adhesive tapes should be used to attach submissions.

3. Highly flammable materials must not be used in the submissions.

4. Safety instructions from station staff must be followed.

5. Applicants are responsible for arranging the delivery, installation and removal of the artwork on the first day and the last day of the display period under staff supervision. Station staff can provide assistance when necessary.

6. The Corporation reserves the right to make the final decision on the screening process, the display month period and the selection of artwork to be exhibited.

7. The Corporation reserves the right to handle any unclaimed artwork after the display period. Unclaimed artwork will be disposed of two weeks after the display period has ended.

8. The Corporation is not responsible for any damage or loss which may be caused during the exhibition period.

Personal Information Collection Statement

The personal information provided by you will be kept confidential and used by MTR Corporation Limited solely for the purpose of processing the application for the MTR Community Art Gallery. The personal information provided will not be transferred to any other parties, unless such parties are authorized by law to request the information or it is otherwise relevant to and necessary for the purposes stated above. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal information. Such requests may be made in writing to the MTR station which has approved your application to exhibit your works.

MTR Community Art Gallery – Reply Slip

We understand and agree to the terms and conditions for submissions to the MTR Community Art Gallery and hereby provide the attached submissions.

Signed by: _____

Name of School/Organisation: _____

Contact person: _____

Contact telephone number: _____

Location of Community Art Gallery: _____ **Station**

Name of submission: _____

School/Organisation chop:

_____

Date: _____