

APPLICATION FOR DISPLAY OF PUBLICITY MATERIALS

| A. DETAILS OF APPLICANT | | | | | |
|---|-----------------------|---------------------|---------------------|---------------|--------------|
| Full Name: | | | | | |
| Name of Department/Student Group: | | | | | |
| SUTD ID No.: | | | Designation: | | |
| Local Mobile No.: | | | SUTD Email Address: | | |
| B. DESCRIPTION | | | | | |
| Type of Display (Banner/Poster etc.) | Display Start Date | Display End Date | Quantity | Length (m) | Width (m) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| C. DECLARATION & UNDERTAKING | | | | | |
| <p>I/We, _____, hereby agree that the request herein, if granted, shall be subject to the Terms and Conditions annexed hereto and any further conditions that may be imposed by SUTD.</p> <p>I hereby undertake and agree to comply with and abide by the Terms and Conditions in Annex 1.</p> <p>_____</p> <p>Name:</p> <p>Date:</p> | | | | | |
| D. FOR OFFICIAL USE | | | | | |
| <input type="checkbox"/> APPROVED | | | Signature & Name: | | Date: |
| <input type="checkbox"/> CONDITIONAL APPROVAL Conditions: _____ _____ | | | Signature & Name: | | Date: |
| <input type="checkbox"/> DENIED | | | Signature & Name: | | Date: |

ANNEX 1 : TERMS AND CONDITIONS

**The applicant agrees and consents that the personal data provided in this form may be collected, used, processed and disclosed by SUTD for the purposes of processing the applicant's request for the display of publicity materials. In respect of disclosure, the applicant agrees that SUTD may disclose the applicant's personal data to third parties (who may be based in or outside of Singapore) where necessary for this purpose.*

1. CONTENT OF DISPLAY

- 1.1. The content of publicity materials is subject to the approval of the following Approving Authority:
 - i. Office of Campus Infrastructure and Facilities - For publicities to be displayed on campus (excluding the housing blocks and SRC) relating to SUTD tenants/staff activities or events.
 - ii. Root Communications - For publicities to be displayed on campus (excluding the housing blocks and SRC) relating to SUTD student activities or events.
 - iii. Office of Housing - For publicities to be displayed within the housing blocks and SRC relating to SUTD activities and events.
- 1.2. The publicity materials should clearly indicate the details (inclusive of contact details) of the organisation publishing the material.
- 1.3. The publicity materials shall be decent, in good taste and not cause offence to public sensitivities. They should not display content that directly promotes political and religious causes, or incite racial disharmony with undesirable content.

2. PERIOD OF DISPLAY

- 2.1. Posters and banners may be put up within **30 calendar days** of the event or activity, and must be removed the day after the event or activity.
- 2.2. Publicity materials without a display date will be immediately removed.
- 2.3. Requests for a longer display period will be subject to the discretion of the respective Approving Authority listed under Para 2.1. Such requests will be assessed on a case by case basis.
- 2.4. The appearance of the publicity materials shall be maintained at all times by ensuring that there is no premature aging, fading or peeling off.

ANNEX 1 : TERMS AND CONDITIONS

3. PERMISSIBLE LOCATIONS, MAXIMUM SIZE ALLOWED AND MAXIMUM QUANTITY

3.1. Posters

- 3.1.1. Publicity materials can only be displayed at the locations listed within the attached ***ANNEX 2: DESIGNATED LOCATIONS***. Each row in the tables represents a separate location.
- 3.1.2. The maximum size of the poster allowed for each location is specified beside its corresponding table.
- 3.1.3. A maximum of **20 locations** are allowed to be selected for each approved poster application.

3.2. Banners

- 3.2.1. The approval for the size and location of banners needs to be sought from relevant Approving Authority prior to displaying the banner.
- 3.2.2. It is the responsibility of the requesting party to perform their due diligence to ensure that the displayed banner do not inconvenience or pose a safety risk to the community.

4. PROCEDURE FOR POSTERS AND BANNERS

- 4.1. Persons intending to put up posters and banners to publicize events/activities on campus are to adhere to the guidelines above when designing their material.
- 4.2. This application must be clearly filled in with the contact details of the person in charge.
- 4.3. Posters and banners are to be approved by the relevant Approving Authority listed in Para 2.1. All approved posters and banners will be stamped and marked with the date of display within 3 working days upon submission.
- 4.4. The applicant shall ensure that all necessary safety and security precautions are taken when displaying the approved posters and banners at the designed locations.

ANNEX 1 : TERMS AND CONDITIONS

- 4.5. Any posters or banners found without the approval stamps will be removed.
- 4.6. All posters or banners shall be removed no later than 1 calendar day after the activity or event. If not, the applicant shall be responsible for any fees or costs involved for removal.
- 4.7. If any of the above guidelines are breached, the applicant may be subject to disciplinary actions, and future considerations and similar requests from the organizer will be affected.

5. DISCLAIMER

- 5.1. The respective Approving Authority listed in Para 2.1 are not responsible for any lost or damage to the publication after they have been put up for display.
- 5.2. The respective Approving Authority reserves the right to remove any materials when the University's guidelines, regulations and policies are infringed, and shall not be liable for claims of compensation from any party for cost incurred or revenue forgone.
- 5.3. The respective Approving Authority reserves the right to amend or revise any or all of these terms and conditions from time to time at its absolute discretion and the applicant hereby agree to abide by and comply with any such revised terms of use applicable at the relevant time.
- 5.4. The guidelines stated above are by no means exhaustive.

ANNEX 2 : DESIGNATED LOCATIONS

Please tick the locations for your display.

| CAMPUS | | | |
|--|--|-------|---|
| Locations with A3-sized Display ¹ | | | |
| (✓) | Building | Lobby | Level/Lift no./Locations |
| | 1 | A | 1 |
| | | | 2 |
| | | | 3 |
| | | | 4 |
| | | | 5 |
| | | | 6 |
| | | | 7 |
| | | | L3, Outside LT2 (2 pieces) |
| | | | L3, Near Mini Think Tank 2 (beside pantry) |
| | | | L3, Beside Think Tank 4 |
| | | | L4, Near Mini Think Tank 4 (beside pantry) |
| | | | L4, Beside Capstone 1 |
| | | | L5, Near Mini Think Tank 6 (beside pantry) |
| | | | L5, Beside Capstone 3 |
| | | | L5, In-front Multi-Purpose Room 12 |
| | | | L6, Near Mini Think Tank 8 (beside pantry) |
| | | | L6, Beside Capstone 5 |
| | | | L6, In-front Multi-Purpose Room 16 |
| | | | L7, Near Robotics Innovation Lab |
| | | | L7, Beside Robotics Innovation Lab |
| | | | L7, In-front Graduate Studies Centre 4 |
| | | | L3, Near Arms Lab 2 & 3 |
| | | | L3, Near Think Tank 22 |
| | | | L3, Near Mini Think Tank 9 (beside pantry) |
| | | | L3, Beside Think Tank 20 |
| | | | L3, Outside Satellite Fab Lab-Water Jet (beside pantry) |
| | L4, Near Capstone 8 | | |
| | L4, Near Mini Think Thank 10 (beside pantry) | | |
| | L4, Beside Lecture Theatre 3 | | |
| | L4, Outside Satellite Fab Lab-3D Painting (beside pantry) | | |
| | L5, Near Capstone 10 | | |
| | L5, Near Mini Think Tank 11 (beside pantry) | | |
| | L5, Beside Think Tank 25 | | |
| | L5, Outside Satellite Fab Lab-Model Making (beside pantry) | | |
| | L6, Near Cognition Lab | | |
| | L6, Near Mini Think Tank 12 (beside pantry) | | |
| | L6, Outside Lobby F Staircase | | |
| | L6, Outside Satellite Fab Lab-Electronics | | |
| | L7, Near Video & Recording Studio | | |

¹ A3 noticeboards are lockable.

| | | | |
|--|----------|-------|--|
| | | | L7, Outside Materials Characterisation Lab (beside pantry) |
| Locations with A3-sized Display | | | |
| (✓) | Building | Lobby | Level/Lift no./Locations |
| | | | L7, Beside TL/ iTrust Lab 2 |
| | | | L7, Outside TL/ iTrust Lab 1 (beside pantry) |

| | | | |
|--|----------|-------|----------------|
| CAMPUS | | | |
| Locations with A4-sized Display | | | |
| (✓) | Building | Lobby | Level/Lift no. |
| | 1 | A | Basement |
| | | | 1 |
| | | | 2 |
| | | | 3 |
| | | | 4 |
| | | | 5 |
| | | | 6 |
| | | | 7 |
| | | C | Basement |
| | | | 1 |
| | | E | Basement |
| | | | 1 |
| | | | 2 |
| | | | 3 |
| | | | 4 |
| | | | 5 |
| | | | 6 |
| | | | 7 |
| | | F | 1 |
| | 3 | J | Basement |
| | | | 2 |
| | | | 3 |
| | | | 4 |
| | | | 5 |
| | | | 6 |
| | | | 7 |
| | | | |
| | 1 | A | PL06 |
| | | | PL05 |
| | | | PL04 |
| | | C | PL03 |
| | | | PL02 |
| | 2 | E | PL09 |
| | | | PL08 |
| | | | PL07 |
| | | F | PL11 |
| | | | PL12 |
| | 3 | J | PL15 |
| | | | PL14 |
| | | | PL13 |

| HOUSING | | | |
|---------------------------------|-------|-------|----------------------------|
| Locations with A4-sized Display | | | |
| (✓) | Block | Level | Locations |
| | | | Inside Lift Car (Left) |
| | | | Inside Lift Car (Right) |
| | 59 | 1 | Lift Lobby (opposite lift) |
| | | 1 | Near Linkway to Block 57 |
| | | 1 | Outside Security Office |
| | | 1 | Outside Lift Lobby |
| | | 2 | Near Linkway to Block 57 |
| | | 2 | Lift Lobby |
| | | 3 | Lift Lobby |
| | | 4 | Lift Lobby |
| | | 5 | Lift Lobby |
| | | 6 | Lift Lobby |
| | | 7 | Lift Lobby |
| | | 8 | Lift Lobby |
| | | 9 | Lift Lobby |
| | | 10 | Lift Lobby |
| | 57 | 11 | Lift Lobby |
| | | 12 | Lift Lobby |
| | | | Inside Lift Car (Left) |
| | | | Inside Lift Car (Right) |
| | | 1 | Outside Student lounge |
| | | 1 | Lift Lobby |
| | | 2 | Outside MPH |
| | | 2 | Lift Lobby |
| | | 3 | Lift Lobby |
| | | 4 | Lift Lobby |
| | | 5 | Lift Lobby |
| | | 6 | Lift Lobby |
| | | 7 | Lift Lobby |
| | | 8 | Lift Lobby |
| | 55 | 9 | Lift Lobby |
| | | 10 | Lift Lobby |
| | | 11 | Lift Lobby |
| | | 12 | Lift Lobby |
| | | | Inside Lift Car (Left) |
| | | | Inside Lift Car (Right) |
| | | 1 | Lift Lobby |
| | | 2 | Lift Lobby |
| | | 3 | Lift Lobby |
| | | 4 | Lift Lobby |
| | | 5 | Lift Lobby |
| | | 6 | Lift Lobby |
| | | 7 | Lift Lobby |
| | | 8 | Lift Lobby |
| | | 9 | Lift Lobby |
| | | 10 | Lift Lobby |

| Locations with A4-sized Display | | | |
|---------------------------------|-------|-------|----------------|
| (✓) | Block | Level | Locations |
| | | 11 | Lift Lobby |
| | | 12 | Lift Lobby |
| SPORTS RECREATION CENTRE | | | |
| | 61 | 1 | Lift Lobby |
| | | 1 | Fitness Centre |
| | | 1 | Swimming Pool |
| | | 1 | Dance Studio 1 |
| | | 1 | Dance Studio 2 |
| | | 1 | Squash Courts |
| | | 1 | Sports Hall 1 |
| | | 1 | Sports Hall 2 |
| | | 1 | Stadium |
| | | 2 | Lift Lobby |
| | | 2 | Dance Studio 3 |
| | | 2 | Dance Studio 5 |
| | | 2 | Dance Studio 6 |
| | 61 | 2 | Dance Studio 7 |
| | | 2 | Dance Studio 8 |
| | | 2 | Stadium |