

Universiti Tunku Abdul Rahman			
Guideline Title : GUIDELINES FOR DISPLAYING OF BANNERS, BUNTINGS AND POSTERS IN UTAR CAMPUS			
Guideline Number: GD-DEF-001	Rev No: 0	Effective Date: 17/12/2012	Page No: 1 of 2

General Rule

1. Sticking of posters, banners and buntings to any wall or other University structure using any medium, i.e. double-sided stickers, glue, or other materials is not allowed.
2. Poster, Banners and Buntings can only be displayed after obtaining approval and must have a start date and end date.

Note: The term Poster means all printed media.

A. Display Of Posters

1. Posters must be approved by the respective Faculty / Division / Department.
2. Posters can only be stuck to whiteboards.
3. All posters must be removed within 24 hours after the promotional period.

B. Display Of Banners & Buntings

1. Display of banners must be done via form "Application To Hang Banner" available in Staff Portal Under UTAR Forms→General Forms. This form is only to be filled up by University Staff.
2. Bookings for banner locations are on first-come-first-in basis and advance booking can be up to 3 months.
3. Application form should reach DEF office at the respective campus at least 3 working days before the start date the banners are to be hung.
4. All banners must have the serial number attached to it at the bottom right hand corner. Banners without serial number will be removed.
5. Each banner is only allowed to be hung for a maximum 1 month .
6. All banners must be removed within 24 hours after the end date.
7. In the event of banners hung dangerously or in any way causing obstruction or is a nuisance to the campus residents, DEF reserves the right to remove the banner immediately without prior notice.

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Penalty

Staff and Students not following the guidelines will be subjected to penalties as shown in Table 1.

Table 1

No	Description of offences	Penalty
1.	Displaying of banners and buntings without approval.	RM50.00 for each display
2.	Display of posters without approval.	RM20.00 for each display
3.	Display of banners, buntings and posters beyond approved duration.	RM10.00 for each display
4.	Sticking of banners, buntings and posters to any wall or structure using any medium.	RM10.00 for each display

Note:

1. The abovementioned offences are by no means exhaustive and the University reserves the right to add, amend or modify without prior notice.
2. Any recurring offences may be subjected to further penalty.
3. DGS shall be the authority to regulate and maintain records of the fine imposed. Upon issuance of notice to pay by DGS, the person concerned shall direct the payment of the fine to DFN and forward a copy of the proof for payment to DGS.