

**Application form**

**Promotion opportunities at Sing Tao Schools Expo 2013**

**Name of institution:**

(\*This format will be used in all publicity)

**Main contact:**

**Telephone:**

**Fax:**

**E-mail:**

**Contact address:**

**Leaflets display at the British Council booth at the cost of GBP 150**

\*Leaflets must reach British Council Hong Kong by **4 July**.

I will be in Hong Kong during the exhibition and am interested in assisting on the UK booth  
**(This offer excludes agent representatives and direct recruitment is not permitted.)**

\*Please provide us your Hong Kong contact details.

**DECLARATION**

*I confirm that the above named organisation does want to take part in the Promotion opportunities at Sing Tao Schools Expo 2013. I understand that if this application is accepted that the terms and conditions listed below will form a binding contract between this organisation and the British Council.*

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Organisation's stamp

\_\_\_\_\_  
Date

**Completed application form must reach the below address on or before 7 June 2013 by fax or email.**

Steve Corry  
British Council  
3 Supreme Court Road  
Admiralty, Hong Kong  
Email: [steven.corry@britishcouncil.org.hk](mailto:steven.corry@britishcouncil.org.hk)  
Fax: +852 2913 5166

**Cancellation deadline**

Cancellation fees will be charged for withdrawal from leaflet displays and education supplement, as of the date of receipt of notice of withdrawal:

At 100 per cent of the full cost for withdrawals received on or after 25 June 2013

**How to apply**

Please complete the application form below and return it by 25 June 2013 to:

Steve Corry  
British Council  
3 Supreme Court Road  
Admiralty, Hong Kong  
Email: [steven.corry@britishcouncil.org.hk](mailto:steven.corry@britishcouncil.org.hk)

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**Data Protection Notice**


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The British Council may edit and manipulate the content of your visual material(s) for operational and editorial reasons. This will not be to the detriment of your character or reputation.

**By signing this form you agree that we may use your visual material(s) for the purposes above and consent to any global transfer and distribution that may entail.**

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**Your Rights**


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Under the UK Data Protection Act 1998 you have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccurate information. For more details please contact your local British Council office or the Data Protection Team: [dataprotection@britishcouncil.org](mailto:dataprotection@britishcouncil.org).

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**Visual Material Details**


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Subject (print name)	Printed material	Originating British Council dept or country office (print name)	British Council, Hong Kong
Commissioning officer (print name)	Steve Corry Senior Manager, Education Services	Photographer or Video maker (print name)	

Description of Visual Material(s)

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**Consent**


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**I have read the above and consent to the use of my visual material(s) as stated.**

Name  
(print name)

Signature

Date

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(If you are under sixteen years of age please ask your parent/guardian to read the above information and sign the consent below.)

**Parent/legal guardian: I have read the above and consent to the use of my child's visual material(s) as stated.**

Name  
(print name)

Signature

Date

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1. **Accredited Institutions**
2. **Participation fee and format**
3. **Cancellation**
4. **Payment schedule**
5. **Acceptance**
6. **Code of Professional Standard and Ethics**
7. **Typhoon and rainstorm procedures**

**1. Accredited Institutions**

All participating institutions must be accredited by a recognised UK authority.

**2. Participation fee and criteria**

1) Leaflet display of A4 sheet (double or single-sided) subject to a maximum 2,000 leaflets.

Fee: GBP 150

**3. Cancellation**

Cancellation fees will be charged as of the date of receipt of notice of withdrawal.

The following cancellation charges will be applied:

- 100 per cent of the full event cost for withdrawals received on or after 25 June 2013.

**Notice of withdrawal must be supplied in writing.** If faxed it should be followed by the original copy being sent by post authorised by an original signature.

**4. Payment schedule**

Event participants will be invoiced for the event by the British Council in Hong Kong. Terms of payment are within 30 days of the invoice date.

**5. Acceptance**

An acceptance letter will be sent to all applicants once the signed application form is received.

**6. Code of Professional Standard and Ethics**

All institution representatives must abide by the Education UK Partnership *Code of Professional Standards and Ethics*, and adhere to the British Council *Events Policy*. (<http://www.britishcouncil.org/eumd-exhibitions-terms-and-conditions.htm>).