Exhibition Application Form of Nankai University Library

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| Applicant(Department) |  | Exhibition Venue | Exhibition area on the second floor of the Central Library, Jinnan Campus □Exhibition area on the fifth floor of Yifu Library, Balitai Campus □Other Area,  |
| Applicant's Name |  | Student/Employee Number |  | Telephone Number |  | E-mail |  |
| Person in Charge (teacher) |  | Employee Number |  | Telephone number |  | E-mail |  |
| Exhibition Title |  | Number of Exhibition Boards |  | Board Specifications |  |
| Organizer |  | Co-organizer |  |
| Opening Ceremony | Yes □ No □ | Date |  |
| University Leaders Present |  | Off-campus Guests |  |
| Exhibition Demand |  |
| 注意事项Notes | 1. Under normal circumstances, the Library does not accept the application for exhibitions held by Nankai University associations or organizations entrusted by third parties;
2. After submitting the electronic application form, please submit the sealed application form signed by the leader of the applicant department to the Library’s Culture Construction & Promotion Department; otherwise, the reservation will be invalid;
3. In order to ensure the normal and orderly work of the Library: exhibitors must strictly abide by the fire laws and regulations; keeping the evacuation passageway and safety exit unblocked; occupying evacuation passages and exits, exhibiting on the evacuation passageway, or piling obstacles that affect evacuation are strictly prohibited; sheltering fire safety facilities and cultural landscape of the Library is strictly prohibited;
4. Exhibits shall be displayed only by hanging on the display board or the wall, and adhesive is strictly prohibited.
5. For opening ceremony and other interactive activities in the exhibition area, please submit the site layout one week in advance for approval by the Library’s Administration Office before operation;
6. If electricity demand is involved during the exhibition, please be sure to provide detailed information of electricity demand and power consumption at the point two days in advance;
7. Do not disassemble or adjust the position of display boards without confirmation. If the location of exhibition boards needs to be adjusted, it should be reported to the Library’s Culture Construction & Promotion Department for approval(certain fee is required for additional exhibition services such as disassembling and adjusting exhibition boards);
8. The Library is not responsible for the safety of exhibits, so exhibitors are required to take care of the exhibits by themselves;
9. When the exhibition conflicts with the emergency activities of Nankai University or the Library, it will be withdrawn unconditionally;
10. Users need to take good care of public property, and artificial damage should be compensated;
11. After the exhibition, please clean up the exhibition area.

Let's work together to create a safe and sustainable exhibition environment. Thank you! |
| Application Date |  | Exhibition Time |  |
| ApplicantSignature |  | Applicant Leader Signature and Seal |  | Approved by the Library |  |
| Notes | （eg: exhibition site layout |