



## 海洋公園動物展板借用表格

### Application Form for Lending Service of Ocean Park Animal Exhibition Panels

學校名稱 (中文):

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School Name (English):

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學校地址

School Address:

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學校電話號碼

學校傳真號碼

School Tel. No.:

School Fax No.:

學校負責人姓名

手提電話號碼

Contact Person:

Mobile Phone No.:

電郵地址

Email Address:

借用日期

Borrowing Period:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ ——— / \_\_\_\_ / \_\_\_\_ (日 dd /月 mm /年 yyyy)

學校印鑑及申請人簽署 School Chop & Signature of Applicant

日期 Date

職員專用	職員簽署	日期
批核		
發件		
還件		
備註		

## 使用條款

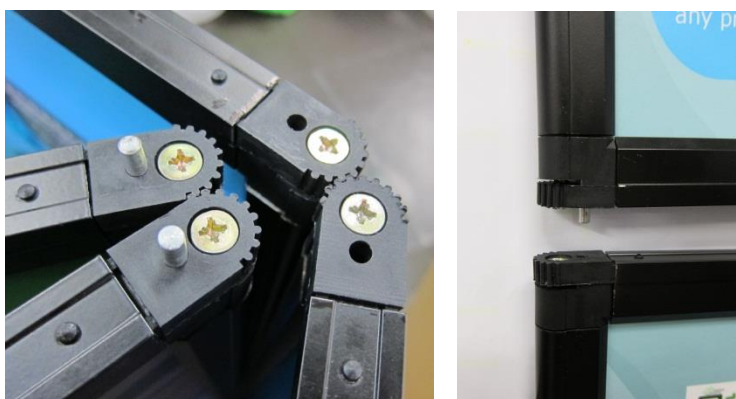
### Terms and Conditions

1. 教育展板借用服務只接受學校申請。  
The lending service of education exhibition panels is for schools only.
2. 申請人須於擬借用展板日期前最少兩星期遞交申請表格。已報名參加本學院活動的學校將獲優先處理，其餘所有申請會以先到先得方式處理。  
Applicants shall submit their applications no less than 2 weeks prior to the proposed collection date of panels. Priority will be given to schools who have applied any Ocean Park Academy programme; all other applications will be processed on a first-come-first-served basis.
3. 學校每次只可借用一套展板。  
Each school could only borrow one set of panels in the same period.
4. 借用時限為兩星期。如有特別需要延長借用時間，請在申請時提出，本院會因應情況酌情處理。  
The borrowing period of panels is two weeks. For those who would like to extend the borrowing period, please raise the request upon application.
5. 借用展板費用全免，惟申請人須自行安排交通工具提取及交還展板。提取及交還展板時間為星期一至五（公眾假期除外）上午8時30分至下午5時30分。若申請人欲安排車輛進入本園，必須於提取或交還展板前最少一個工作天致電3923 2328通知本院所用車輛的車牌號碼。  
The panel lending service is free of charge, meanwhile applicants shall arrange their own transportation to collect the panels from Ocean Park and then return them to a location designated by the Park within the borrowing period. Unless specified otherwise by the Park, the panels should be collected and returned on Mondays to Fridays (except for public holidays), and within the time period of 8:30a.m.- 5:30p.m.. The borrowing party is required to inform our staff by phone (3923 2328) of the vehicle's plate number one working day before collecting/returning the panels.
6. 本院職員收到表格後會聯絡申請人確認借用及提取展板日期，並會發出確認信。提取展板時，申請人須出示該確認信以作核實。  
Our staff will contact the applicants to confirm the borrowing period and the collection time after receiving the application and a confirmation letter will also be issued by Ocean Park Academy Hong Kong. When collecting the panels, the representative(s) shall present the confirmation letter for verification.
7. 展板只供學校於校園範圍內展出。展出期間必須妥善地於室內展示，以免被風雨損毀、受潮或被日光直射。  
The panels are designed for indoor display within the campus only. The panels should be well protected from rain, wind, humidity and direct sunlight.
8. 如展板在借用期間損壞或遺失，申請人應盡快通知本院。若申請人因不正確使用展板而導致上述情況，他們或需支付維修或重新製作展板的費用。  
Applicants should report to Ocean Park Academy Hong Kong as soon as possible if the panels are damaged or lost during the borrowing period. The applicants may need to pay for the cost of repairing or re-production of the panels due to improper use.
9. 申請人應小心搬運及擺放展板，本院不會就展板在借用期間對任何人士或物品造成的傷害或損壞承擔責任。  
Applicants should take proper care when transporting and displaying the panels. Ocean Park Academy Hong Kong is not liable for any injury or damage caused during the borrowing period.
10. 展板只供申請人使用及只可用作教育展覽用途。  
The panels must be used by the applicants and for the purpose of educational exhibition only.
11. 展板所有版權均屬香港海洋公園學院所有。  
All intellectual property rights relating to the contents of the panels remain those of Ocean Park Corporation at all times.
12. 本院保留對借用展板安排的所有權利及最終決定權。  
All rights in respect of the lending of the panels are hereby reserved by Ocean Park Academy Hong Kong. In case of dispute, the decision of Ocean Park Academy Hong Kong shall be absolute and final.
13. 如本使用條款的中英文本有任何歧異，概以英文本為準。  
In the event of inconsistency between the English and the Chinese version of these terms and conditions, the English version shall prevail.

## 展板裝置方法

### Exhibition Panel Set-up Manual

- 完成安裝後，本展板為一塊1.8x1.8米的屏風，總重量為九公斤。  
After setting up, the exhibition panel will be a 1.8m x 1.8m partition with the weight of 9kg in total.
- 請於室內安裝及展示展板。  
Install and display the panels indoors.
- 展板應由成年人安裝。  
The panels should be installed by adults.
- 展板安裝方法：  
Method of installation of panels:
  - 步驟一：從袋中取出鋁質屏風。  
Step 1: Take out the aluminum panels from the bag.
  - 步驟二：請依完成圖將屏風互相連接。  
Step 2: Connect the panels top-to-bottom.



- 步驟三：將屏風設置為略成「之」字形會使其更穩定。  
Step 3: Set the panel into a zig-zag shape to maintain its stability.
  - 步驟四：請於屏風四周加設圍欄，以免被推倒。  
Step 4: Please set stands and belts around the panel to prevent it from being pushed.
- 完成圖  
Assembly completed

