

Other Terms and Conditions:

- **Please do not leave your belongings unattended, even for a short while. SIM will not be responsible for any loss or damaged items.**
- Please report immediately if an item is faulty (eg. Top lights are not working properly).
- Opening hours are flexible, but it must be opened during lunchtime (11.30am – 2.00pm). If the pushcart is closed for more than 3 days without valid reason and prior approval, the deposit may be forfeited.
- PUSHCARTS are to remain in their original positions. If the pushcart is moved, damaged or the key is lost; the \$50 deposit shall be forfeited.
- The refundable deposit of \$50 would be returned upon receipt of the pushcart keys at the indicated date and time mentioned below. It will be forfeited if the keys are not returned by 3.00pm.
- For deposit refund, please fill up and 'Student Request Form' and 'Request for Refund' Form from Staff when returning the pushcart key. The cheque of \$50/xx will be reimbursed to you within 7 working days upon receiving the completed refund form.
- Students have to follow all other rules and regulations set by the Estate/Facilities office;
  - ❖ Do put your promotional standees closely beside your pushcart, facing the corridor walkway. 1 promotional standee to each pushcart. Maximum size allowed is height 1m X 0.5m.
  - ❖ Do put your promotional materials on your pushcarts or at the ledge facing the pushcarts. The maximum size allowed is up to A1, and you can materials such as cardboard or plastic board. No adhesive should be used to hold the materials onto the glass panel on the said ledge. 1 piece of promotional material can be displayed at the edge on the opposite side of each pushcart.
  - ❖ Do keep all promotional materials in the pushcart at the end of the day or any other associate items neatly behind the pillar or next to the pushcart.
  - ❖ Do make sure that there is nothing obstructing the corridor walkway.
  - ❖ Do not put any promotional materials on any parapet walls, or facing the atrium at all times.