



**Terms and conditions for submissions to the MTR Community Art Gallery**

1. The submissions must be two-dimension works and can be placed within the display panels of the Gallery. Specific dimensions are listed in Appendix I for reference.
2. The submissions should not contain any violent, indecent or unpleasant elements that may arouse public concern or discomfort.
3. The submissions should include artworks, a sketch outlining the display layout, a banner indicating the school/organization name.
4. For banners showing school/ organization name, the maximum height should not exceed 10 cm. No telephone numbers, addresses, e-mail addresses or websites can be displayed on the panels.
5. Magnets should be used to affix the artworks and banners to the panels. No adhesive tapes should be used to attach submissions.
6. No easily combustible and highly flammable materials should be used in the submissions.
7. Station staff’s instruction on safety matters should be followed.
8. The attached reply slip should be returned to the station together with the submissions before the required deadline.
9. The Corporation reserves the right to make the final decision on the screening process and the selection of artworks to be exhibited.
10. The Corporation is not responsible for any damage or loss which may be caused during the exhibition period.

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**MTR Community Art Gallery – Reply Slip**

We understand and agree to the terms and conditions for submissions to the MTR Community Art Gallery and hereby hand in submissions as attached.

**Signed by:** \_\_\_\_\_  
**Name of school/organization:** \_\_\_\_\_  
**Contact person:** \_\_\_\_\_  
**Contact telephone number:** \_\_\_\_\_  
**Location of Community Art Gallery:** \_\_\_\_\_ **Station** \_\_\_\_\_  
**Number of submissions:** \_\_\_\_\_  
**School/ organization chop:** \_\_\_\_\_

**Date:** \_\_\_\_\_