

Oxley BizHub 2 - Internal Publicity Policy & Procedure

The Management Committee of Oxley BizHub 2 supports Tenants and Owners of the units to publicise their events for the betterment of the facilities, improve the comfort & happiness of the occupants while maintaining balance & harmony with the surrounding.

- 1) This policy is applicable for publicity of events offered exclusively by Tenants and Owners at Oxley BizHub 2 (OBH2).
- 2) Events can be discounted sales, promotions, offers, etc of services or products for the benefit of OBH2 tenants & staff.
- 3) Tenants can contact the Managing agent at the MCST office to arrange.
- 4) All posters for display must have an MA approval stamp and will be displayed in the lifts.
- 5) Tenants must follow the following guidelines:
 - a) All events must benefit the general occupants and not any specific unit, tenant or owner.
 - b) Events must not give unfair advantage to, or cause discrimination against any specific unit, tenant or owner.
 - c) Tenants must provide 7 sets of A4-sized colour posters for display inside the lifts.
 - d) The poster must be submitted at least 3 working days ahead of the event date for review and approval.
 - e) To give everyone a fair chance of putting up their posters, new advertisements will be given priority over repeated events or repeat / regular advertisers.
 - f) MCST will not be liable for any dispute between the tenant and the buyers. Tenant must not use the event to dispose of unwanted goods or faulty parts or counterfeit products or expired products or unsafe products.
 - g) Posters will be displayed for maximum of one week on a first-come-first-served basis, subject to notice board space availability.
- 6) The MC is responsible for the implementation of this internal publicity policy and procedure effective 1 November 2018.

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All Terms and Conditions Accepted and Agreed to by and for:

Company Name:	Name of Event:
OBH2 Unit Number:	Date/Period of Event:
Applicant's Name:	Applicant's email:
Designation:	Applicant's Mobile:
Date:	
Please consider displaying our Event Poster (attach the Poster) in the OBH2 lifts for a period of one week, subject to space availability and meeting of the conditions set out in the OBH2 Internal Publicity Policy.	

APPROVED BY OXLEY BIZHUB 2 MANAGING AGENT:

By: _____ (Signature)

Name: _____

Designation: _____

To be displayed from _____ to _____ (both dates inclusive for a period of one week).