



UWESU Media Booking Form

Campus Fairs

<u>Product</u>	<u>Type</u>	<u>Event Date</u>	<u>Cost</u>	<u>Total</u>
Bower Ashton	Stall	Monday 22 nd Sept	£75	
St Matthias	Stall	Tuesday 23 rd Sept	£75	
Glenside	Stall	Wednesday 24 th Sept	£75	
Frenchay Options Only:		Please call to discuss any special requests	Discount	
Quieter Location Preferred []	Subtotal			
13amp sockets needed []	TOTAL			
Number of staff []				

Contact Details

Name:..... Organisation:.....

Address:.....

..... Postcode:.....

Telephone:..... Fax:..... Email:.....

Invoice Details

Purchase Order No:..... Address:.....

..... Postcode:.....

Signature..... Date:.....

Conditions of booking: This signed booking form is confirmation that the advertising party has accepted and agreed to be bound by the terms and conditions attached, however, no booking is finalised until full payment has been received.

Please return order forms to:

UWESU Marketing, 4F19

Coldharbour Lane

Frenchay, Bristol

BS16 1QY

T: 0117 32 82096

F:0117 32 82986

E:sumarketing@uwe.ac.uk



uwe students' union
enhancing the student experience

Statement of Intent – Freshers’ Fair

Please sign and return with booking form and terms and conditions.



Organisation Name.....

Only the named organisation will be permitted to attend the fair.

Organisations attending Freshers’ Fair are not allowed to distribute third party flyers/leaflets or bring sound systems.

As part of the terms and conditions, please complete the following form outlining your intentions for marketing activity at the Freshers’ Fair. Any planned deviation from the statement must be communicated to UWESU marketing before Friday 12th September 2008.

Any deviations from the activity stated may result in removal from the fair.

Please outline your promotional plans. Particular detail should be paid to any food/beverages you will be distributing and entertainment provided at your stall.

UWESU reserve the right to reject proposed activities at their discretion – reasonable notice will be given if they are unsuitable. If you wish to discuss or notify UWESU of any changes please contact Marketing on 0117 32 82096.

Thank you for your booking. UWESU Marketing will be in contact with you soon to notify you of the status of your reservation.

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Coldharbour Lane
Frenchay, Bristol
BS16 1QY
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Terms and Conditions — Freshers' Fair

Please sign and return with booking form and statement of intent



Payments

For payments cleared by the 22nd August 2008 we will offer a 10% discount.

If payment has not been cleared with ourselves by Friday 19th September 2008, you will not be admitted to the fair.

Cancellations

The following cancellation charges apply:

Less than 10 working days before the event: full payment.

10 – 20 working days before the event: half payment

20 – 30 working days before the event: quarter payment.

Set up

Set up time for stall holders begins at 9am, with the Freshers' Fair opening to students at 10am. The Freshers' Fair will close at 4pm, and in the interests of Health and Safety you will not be able to leave the Fair site before this time. All stalls must be packed away by 5:30pm. Stall holders or their representatives must ensure that all remaining promotional material or samples are disposed of safely in the bins provided before they leave the premises.

Stall Location

Every effort will be made to provide you with your desired stall location. However, UWESU reserves the right to move stall locations without prior notice. Customers will be informed of any changes made to the location of their stall at the earliest opportunity.

Electrical Power

Electrical power is limited and supplied on a first come, first served basis. If you have requested electrical power, we have supplied you with the standard 13 amp socket(s), capable of delivering 700W power. If you think that you will need more power please let us know in advance. If you have not requested power, unfortunately we will not be able to provide it for you.

UWESU takes no responsibility for equipment other than that supplied by UWESU.

Any electrical equipment you bring must have a current PAT certificate. Please ensure that all equipment is PAT tested and you have the current certificate or equivalent with you. Equipment without a certificate will be removed for collection at the end of the event.

Noise

Noise levels will be monitored throughout the event. If you go above an acceptable level of noise (as determined by the organisers) then you will be given a warning to turn it down. If it continues then we will disconnect the electrical power from your stall. No sounds systems are permitted this year. Please get in touch if you are interested in a DJ slot on the stage.

Stalls

You will be provided with a 6ft by 2 ½ ft trestle table which you are free to decorate in any way you feel appropriate providing it does not contravene any of the conditions and policies listed in this document. You will also have access to decorate the marquee walls (if your stall is around the inside wall of the marquee). However, please only use PVC (electrical tape) to secure objects on the marquee (not Parcel or sellotape etc.). Please ensure that your display and your staff do not obstruct any walkways or exits. You are not permitted to sell any goods without prior permission. Exhibit stalls are twice the size of a standard stall.

We do not supply table cloths or backboards.

We do not supply table cloths or backboards.

If your display board exceeds the allocated space, extra costs will be applicable.

Chairs - We will be providing each stall with two chairs for the day. If you require additional chairs please let us know in advance and we will attempt to accommodate your needs.

Toilets - Signage will be displayed to direct you to the nearest toilets.

Smoking - There is a strict no smoking policy inside the marquees. Smoking is permitted on the rest of the fair site.

Alcohol

No exhibitors are to bring alcohol without prior consent from the Fair Organisers. Alcohol is only to be given away as samples in plastic beakers (no glass or bottles to be available on the day).

Leafletting

There is to be no leafletting outside of your allocated space. If you are discovered to be leafletting around the campus you will be given one warning, if you persist you will be removed from site. Stall holders must only exhibit goods and services which correspond to the Line of Business stated on the booking form. Please discuss any additional requirements or the need for any changes with the Fair Organisers. Deviation will result in removal from the Fair.

Staff - You are strictly limited to six staff per stall including yourself.

UWESU Policies Are required to be upheld at all times. This includes our Equal Opportunities Policy, Safe Space Policy and ban on the distribution of Nestle products. Details of these policies are available on request.

Misc

UWESU retains the right to remove stalls and/or stall holders or colleagues after one warning of breach of policy, including, but not exclusive to, the above conditions.

UWESU reserves the right to amend these terms and conditions prior to the event, all exhibitors will be notified in advance of any changes to these conditions.

Declaration:

I have read and understood the above terms and conditions and agree to abide by these terms and agree to run the stall in accordance with the plans I have outlined to UWESU.

Signed..... Date.....

Print Name.....Company Name.....