



# Durham University

## Students' Union

### Freshers' Fair 2011 Society Stalls

### Tuesday 4th and Wednesday 5th October

£30 for a non ratified society for one day only. Ratified societies free of charge for one day only.

Stall positions will be allocated by the event organisers.

**Payment is required when booking.**

The fair is open to the public from 10.00 – 16.00. Access is from 08.00.

A table measuring 50 cm x 60 cm will be provided.

Bookings are subject to the Terms and Conditions overleaf.

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**Please reserve me a stand at your 2011 Freshers' Fair**

**Society name** .....

**Ratified Society**

**Non Ratified**

**Your Name** .....

**Your Address** .....

.....  
**Contact No.** .....

**Signature to**  
**Accept T & C** .....

**Total cost of booking** £.....

**Cheques must be made payable to DSU.**

**Date of payment** ..... **Paid by Cheque**  **Cash**  **Card**

For bookings or more info, contact **Maureen Whitfield**

**T : 0191 3341 775**

**F : 0191 3341 778**

**E : [maureen.whitfield@durham.ac.uk](mailto:maureen.whitfield@durham.ac.uk)**

**Dunelm House, New Elvet, Durham. DH1 3AN**

## Terms and Conditions

### **By signing the booking form I / we agree to abide by the following Terms & Conditions**

No distribution of alcohol and/or glass items will take place at this fair.

No materials are to be displayed by Landlord's, Housing Agents or Companies providing private accommodation.

Cheques should be made payable to DSU.

Confirmation of bookings is subject to DSU regulations and procedures.

Failure to pay in full will risk the loss of the stall in question.

Any stalls lost through non-payment will be invoiced as cancelled bookings (see cancellation charges)

### **Cancellation:**

The following cancellation rates apply for societies withdrawing within these periods:

6 weeks prior to the Fair 50%

4 weeks prior to the Fair 75%

2 weeks prior to the Fair 100%

An acknowledgement of your cancellation will be emailed to your society within two weeks of notification.

All measurements are approximate.

Persons attending the Fair will at all times: behave in a responsible manner whilst in or around DSU; not inconvenience either the organisers of the Fair or *any* other exhibitors in any way; comply with the policies of DSU (copies available on request). Failure to do so may result in removal from the Fair without prior notice or recompense.

Exhibitors and their staff must conform to relevant legislation, regulations, British or EEC standards etc. as appropriate.

All off-loading and loading of exhibits will normally be carried out by the exhibitor and not the staff of DSU or other organisers.

Once exhibitors have off-loaded, vehicles should be removed from the DSU car park. There is no parking available on the day.

Displays involving equipment which moves shall not be left unsupervised.

Exhibits will be constructed in the locations allocated and kept within the space parameters.

**Information and goods (including, but not limited to flyers, products etc) may only be distributed from the appropriate stall location.**

**Building access points, fire exits and stairways must be kept clear at all times.**

Third party material may not be distributed.

Exhibitors must comply with requests from fair organisers and members of staff.

The use of Blu-tack is NOT allowed for attaching materials to walls behind stands, and the use of any type of tape is forbidden.

Exhibitors must not interfere with any fixtures and fittings within or outside the building, including power supplies.

Loose packages / waste materials must be removed once exhibition stands have been assembled.

All exhibitors should note that DSU operate a strict no-smoking policy within the building.

Exhibitors exhibit entirely at their own risk and DSU are not liable for any losses or damage to persons or property which may occur.

Insurance against such contingencies is recommended.

Exhibitors must also indemnify DSU against all costs, claims and liabilities sustained by any persons or to any property as a result of their actions.

Failure to comply with any aspect of these Terms and Conditions / Code of Practice will result in the removal of permission to exhibit.

DSU will not refund any payment under these circumstances.

All details are correct at time of going to print. However, they may be subject to change without notification.

Promotion, including flyer, must only take place around your stall. No promotional material is to be distributed by the stairs.

Stalls must not be moved from their original locations.

Fire exits and exit routes must be kept clear at all times.

Any equipment (other than flat display banners placed behind stall) brought to the fair must sit safely on the desk of the stall.

No desks or chairs will be issued to any stall based on the grass outside.

Stallholders positioned outside must complete their own risk assessment which must be reviewed before the booking is confirmed.

Power must be requested before the event.

Societies will not be allocated space in the Fonteyn Ballroom. All allocations will be made by the event organisers.

**Any electronic equipment must be PAT tested before the fair. There will be a PAT test session on Monday 4th October in DSU between 12 and 2pm. Please make your booking when submitting this form.**

Particular attention must be paid to the nature of the temporary wiring and the need not to overload electrical sockets.