

YSJSU

# FRESHERS FAIR 2019

Welcome to our Freshers Fair 2019!

This year, our fair will take place on Wednesday 18th September and we would love for you to join us in welcoming the next set of students to York.

This year's event is set to be our busiest yet; you can expect to meet upwards of 3000 students throughout the course of the day, that's almost half of our student population!

Simply complete the form below based on the package suited to you, and email a signed copy over to our Marketing and Events Coordinator Harriet Stainton at [h.stainton@yorks.ac.uk](mailto:h.stainton@yorks.ac.uk).

Don't delay, reserve your spot today!

### Promotional Packages Include:

**Platinum:** Stall (size of your choice)  
1 x Website Homepage Advert  
1 x Website Blog  
2 x Weeks Social Media

**Promo**  
1 x Month TV Advert

**Gold:** Stall (size of your choice)  
1 x Website Homepage Advert  
2 x Weeks Social Media

**Promo**  
1 x Month TV Advert

**Silver:** Stall (size of your choice)  
1 x Website Homepage Advert  
2 x Weeks Social Media

**Bronze:** Stall (size of your choice)  
1 x Website Blog

Contact Name

Job Title

Company

Postal Address

Post Code

Email Address

Telephone

Billing Address  
(if different to above)

Post Code

Package Option

All prices are inclusive of VAT

Platinum DLX  
£930

Gold DLX  
£870

Platinum STD  
£660

Gold STD  
£600

Silver DLX  
£810

Bronze DLX  
£750

Silver STD  
£540

Bronze STD  
£480

Stall Only  
Deluxe (DLX)  
2x1 metre

Deluxe  
£720

Standard (STD)  
1x1 metre

Standard  
£450

Charity  
£120



## Freshers & Refreshers Fairs at YJSU (Terms & Conditions)

Upon signing, and or agreeing to this document by an authorised representative, these terms and conditions will supersede any other terms and conditions, signed or agreed, before the time of signing, and or agreeing to this document.

### General

- The company or organisation booking the stall (the stallholder) shall name, in writing, an individual who shall be responsible for the stall under these terms and conditions.
- A stall refers to a booked space being made available on either York St John University campus or for a stall in the Students' Union on an agreed date(s).
- The Union reserves the right to refuse admission to the University Estate or Students' Union to any stallholders who fail to abide by these terms and conditions, or to take action to ensure compliance.
- All confirmed bookings will receive confirmation and additional information in due course prior to the event.
- Stalls may not be sublet. Organisations may only advertise their own products or services. Any breach of the agreed promotion may result in the immediate cancellation of a stall without refund.
- All stalls are taken at the risk of the stallholder who also has a duty to respect the safety of others within the vicinity. Neither the Students' Union, nor York St John University, are liable/responsible for any loss or damage to property.
- Stalls are not transferable. The content of a stall must not be substantially different to that indicated by the name of the stall on the original booking request form.
- Stallholders will be granted access to set up from 7:30am, and shall be allowed to remain there until 5:00pm on each and every day a stall is booked, unless specific arrangements to the contrary are agreed beforehand in writing with the Union's Marketing & Events Team.
- Times and further details for Freshers and Refreshers Fairs will be confirmed a minimum of one week before the events. All stallholders will be expected to keep their stand in place and manned from the beginning of the day to 3:00pm at the earliest, and must clear up all their waste to avoid an additional fee.
- For all events, stalls will be allocated in advance and any consideration on stall location shall be viewed based on the type of stall booked and the time of booking. All stalls provide excellent marketing opportunities and a stall location shall not be cause for cancellation.
- The stallholder will comply with all applicable Union or York St John University policies (including, without limitation, policies on Health and Safety, Fire Safety, Estate Management, Marketing and Equality and Diversity, all available on request).

### Payment

- Unless otherwise agreed in writing, full payment must be made at least 14 days prior to the commencement of the event and stallholders must ensure that any outstanding debts owed to The Union as a result of previous business are cleared. If payment is not received 14 days prior to the date of any planned activity, The Union reserves the right to cancel any booking made or refuse entry on the day of the event. The Union will not accept responsibility for any costs borne by any company or organisation who has failed to meet the payment deadline.
- All quoted prices are inclusive of VAT, which is applicable to all promotional activity at the prevailing rate.
- All bookings are subject to availability and acceptance of the Union's Terms & Conditions.
- Unless specified otherwise, details of payment requirements are specific to each promotional activity, form of media, pre-negotiated contract or publicity contract. Any advertiser/promoter wishing to undertake any of the opportunities made available by the Union, must complete a Booking Form, and sign a Promotional Contract from the Union.
- If the advertiser/promoter is uncertain of any part of the Union's Terms and Conditions they must contact The Union before signing or agreeing to any contract or booking form, as The Union must accept these as binding contracts.
- Formal invoices will be issued as soon as is appropriate to each form of promotion and payment must be received in full prior to any marketing taking place, irrelevant to terms stated on the invoice.
- All payments must be made via BACS or Bank Transfer unless written consent is gained from the Union's Marketing & Events Team.
- No booking will be accepted or marketing opportunity undertaken until a completed and signed contract is returned to the Union's Marketing & Events Team.
- Any unauthorised promotion by any of the formats outlined above or otherwise will result in such parties being immediately removed from the Union or University of York St John Estates, and blacklisted from further promotional opportunities.
- For any overdue payments, a 1% charge of the Full Fee shall be applied per day until the Full Fee has been received. The Union shall consider any extenuating circumstances when applying penalty fees. Extenuating circumstances shall only be deemed and confirmed as applicable by the Students' Union.

### Health & Safety

- The stallholder must not obstruct access to fire exits, firefighting equipment or routes for emergency vehicles.
- The stallholder must not endanger the safety of Union staff, University of York St John, students or any other person(s).
- The stallholder must comply with any Health & Safety instruction issued by the Union.
- The stallholder must not move the stall from the designated space provided.
- Stallholders wishing to bring electrical equipment on site must ensure that each piece of equipment has been tested for safety by a qualified electrician prior to operating the said equipment, and must provide us with the relevant PAT certification.
- All accidents that cause injury and all 'near misses' must be reported to The Union; Accident Report/ Near Miss forms must be completed (supplied by the Union).

### Conduct

- Stallholders are only permitted to flyer in the vicinity (determined by the Student Union staff) of the event taking place.
- Stallholders must not attempt to solicit custom or in any way promote their organisation in any part of the University/Union or attached land other than from the stall to which they have been allocated.
- The distribution of alcohol in any form is not permitted.
- Stallholders are responsible for the decoration and promotional material on their own stall and under no circumstances should stalls be moved from their assigned location.
- Stallholders are responsible for clearing up their stall, the removal of all cardboard and all rubbish in, on, or around it. The Union reserves the right to dispose of any material left on site by the stallholder following the end of the event. We reserve the right to charge you for any disposal.
- Stallholder's posters must not cover any Union posters or displays or in any way interfere with emergency exit or any other emergency signage. Unauthorised posters or advertising will be removed.
- Nothing can be taped or tacked to the wall behind stalls.
- The playing of music in any form is not permitted, unless otherwise agreed in writing by the Union's Marketing and Events Team.
- Stallholders must keep their stalls, displays and activities within the space allocated to their stalls.
- Stallholders must behave in a considerate and responsible manner, at all times, towards Union & University staff, members of the public and other stallholders. Failure to do so may result in expulsion from the premises. This extends to all persons acting on behalf of stallholders.
- All stalls must be fully setup no later than 15 minutes before the event start time, and no more equipment can be brought in or removed after this point in accordance with H&S regulations.

### Cancellation

- All cancellations must be made in writing and be received by The Union at least 14 calendar days prior to an event/planned activity. Any correspondence should be emailed to the Union's Marketing & Events Team
- Should a cancellation be received after the deadline, The Union reserves the right to charge a late cancellation fee, which shall be 100% of the original cost.
- If no cancellation is made, or if the cancellation is received after commencement of the event, The Union reserves the right to charge the client the full cost of hiring the stall, plus an additional administration charge of 25% of the full fee.

### Parking

- There will be a strict no parking policy on campus throughout the entire day. Parking tickets will be allocated to anyone parking on campus throughout the day.
- 15 minute slots will be allowed in the morning (between 7:30 – 9:30am) & in the afternoon (3:00– 5:00pm) for drop off and pick up of merchandise. Access before / after these times will not be permitted.

### Other

- Stallholders will not be granted access to electric power unless these facilities have been requested in advance and their provision confirmed in writing by the Union's Marketing and Events Team.
- Stallholders who fail to return any items provided by The Union will be charged for a replacement as new, as well as an administration charge of £25 for each item not returned.
- Sales of any kind are strictly prohibited, unless otherwise agreed in writing by the Union's Marketing and Events Team.
- The Union reserves the right to use photographic images and/or the clients name for promotional purposes within Union Media or marketing publications.
- Any data collected on the day of the event must meet legal guidelines and comply with the data protection regulations.

**I can confirm I have read and agree to abide by the terms and conditions above: (Please note bookings will not be accepted without a signature.)**

**Printed:**

**Signed:**

**Dated:**