



### Freshers' Fair 2019 Terms & Conditions

1. The Freshers' Fair will commence from 10am till 3pm on the Saturday 28<sup>th</sup> September 2019.
2. Exhibitors can set up for Freshers' Fair from 8am on Saturday 28<sup>th</sup> September 2019, be set up ready to exhibit from 9.30am and clear the site by 5pm.
3. Any excess materials left on site after the event is subject to disposal fee of £200
4. Please consider the SUBU Green Impact Assessment when exhibiting – In particular use of plastic bags is banned on campus. The full Green Impact Assessment form can be viewed via [www.subu.org.uk/FFBookNow](http://www.subu.org.uk/FFBookNow), and offers a chance to claim £200 of FREE Marketing.
5. A minimum of £5,000 000 of Public Liability Insurance is required to be held by Exhibitors
6. Deliveries before the actual day of the event will not be accepted, unless previously agreed
7. The Students' Union will allocate your organisation a table before your arrival and although consideration may be given to request, changing pitches on the day will not be permitted
8. Bookings will not be guaranteed until a booking form has been received together with the appropriate payment
9. From the date you book an exhibitor stand a 10 day cooling off period applies where a full refund of booking fee is eligible if you chose to cancel.
10. If the client wishes to cancel the exhibitor stand after the 10 day cooling off period cancellation notice must be made in writing to [susales@bournemouth.ac.uk](mailto:susales@bournemouth.ac.uk) the following fees still apply.  
Cancellation after 23<sup>rd</sup> August 2019 - Full booking fee still applies and is non-refundable  
Cancellation from 1<sup>st</sup> April 2019 till 22<sup>nd</sup> August 2019 – 50% Booking fee refundable
11. Only tables that are allocated by the Students' Union may be used
12. All areas of the fair shall remain alcohol free and non-smoking at all times.
13. SUBU encourage that only one parking space to be used per exhibitor, although adequate parking available on site.
14. No music may be played, or amplified sound permitted, at the fair without prior permission and with consideration to other stall holders
15. Any exhibitor's own electrical equipment that is brought into the University must be fully tested and marked in accordance with the electrical testing regulations. Any equipment that requires an exceptionally high or three-phase power supply will not normally be allowed. The University reserves the right to check any exhibitor's electrical equipment and to refuse its use if deemed unsuitable or unsafe.
16. Individuals and/or companies may only use their table to exhibit their own products or services and not those of any third party. The Students' Union reserves the right to remove from display any exhibitor's material as seen as unsuitable
17. Distribution of marketing or promotional material is restricted to the exhibitors designated area, unless authorised by a Students Union representative prior or during the event.
18. No exhibitor may take or receive any monies whether by cheque, cash or credit card unless previously arranged with the Students' Union
19. In order to comply with the General Data Protection Regulation (GDPR), please only use any personal information obtained solely for its stated purpose. It may not be passed on to any third party. It is the clients'/advertiser responsibility to make sure any data collection or subsequent use complies with the GDPR. Information and details available on the UK Government website [www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation](http://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation).
20. Please ensure your area is secure at all times. The Students' Union will not be held responsible for stolen/damaged property
21. If, for any reason, the Students' Union cancels all or any part of the Fair, their liability shall be limited to the refund of any payments made by the exhibitor to the Students' Union
22. The Students' Union reserves the right to ask an exhibitor to leave the premises if they are found in breach of these terms and conditions and may be prevented from attending future events at Bournemouth University.