



Refreshers' Fair 2023 Terms & Conditions

1. The Refreshers' Fair will commence from 10am till 4pm on the Tuesday 7th February 2023..
2. Exhibitors can set up for Freshers' Fair from 8am on Tuesday 7th February 2023, be set up ready to exhibit from 9.30am and clear the site by 6pm.
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. Any product samples, freebies or giveaways to be sustainably sourced, not made from single use plastic and must be made from or be able to be recycled materials. Consideration to be given to giving out Fairtrade ethically sourced products where possible.
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 the following fees still apply.
Cancellation after 9^h January 2023 - Full booking fee still applies and is non-refundable
Cancellation from 24th Oct 2022 till 8th Jan – 50% Booking fee refundable
11. All areas of the fair shall remain alcohol free and non-smoking at all times.
12. SUBU encourage that only one parking space to be used per exhibitor, to encourage car share and support green aims although adequate parking available on site.
13. Music may be played at the fair with prior permission and with consideration to other stall holders.
14. 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.
15. 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
16. 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.
17. No exhibitor may take or receive any monies whether by cheque, cash or credit card unless previously arranged with the Students' Union and a detail return process given.
18. 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.
19. Please ensure your area is secure at all times. The Students' Union will not be held responsible for stolen/damaged property
20. 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. This included cancellation do to Coronavirus.
21. 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.