



Refreshers' Fair 2019 Terms & Conditions

1. The Refreshers' Fair will commence from 10am till 3pm on Tues 5th February 2019.
2. Exhibitors can set up for Refreshers' Fair from 8am on Tues 5th February 2019 and clear the site by 5pm.
3. Any excess materials left on site after the event is subject to disposal fee.
4. A minimum of £5,000 000 of Public Liability Insurance is required to be held by Exhibitors
5. Deliveries before the actual day of the event will not be accepted, unless previously agreed
6. 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 .
7. Bookings will not be guaranteed until a booking form has been received together with the appropriate payment
8. 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 cancel.
9. 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 15th January 2019 - Full booking fee still applies and is non-refundable
Cancellation from 1st January 2019 till 15th January 2019 – 50% booking fee refundable
10. Only tables that are allocated by the Students' Union may be used
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, although adequate parking available on site.
13. No music may be played, or amplified sound permitted, at the fair without 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
18. In order to comply with the Data Protection Act, please use any personal information obtained solely for its stated purpose. It may not be passed on to any third party
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
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.



22. Client to complete and return SUBU booking form, attaching a method statement and risk assessment covering set up and activity on the day, copy of Public Liability insurance to value of £5,000,000 and detailed dimensions of area required for the marketing activity.
23. The promotional space booking is valid for the day and time indicated on your booking form

Additional terms and conditions for bringing a Vehicle to the Refreshers Fair 2019

24. The client to provide contact details for the team arriving and setting up on the day.
25. The client can arrive from 8am and clear campus by 5.30pm unless otherwise agreed.
26. An arrival time and contact of driver to be confirmed with SUBU representative before arrival. The client to also be given the SUBU representative number to call on arrival to check in.
27. The driver must be aware under no circumstances to drive into pedestrian areas or event location until the vehicle has been checked by SUBU or BU representative. Advise to leave vehicle running in position for five minutes then move away to check for any leakage marks or stains.
28. SUBU or BU representative to escort the vehicle into the agreed location using a banks person to walk in front of vehicle in pedestrian areas.
29. The vehicle should not damage, in any way, BU property (either by entry/exit or on the hard standing)
30. Drip trays must be put under vehicles
31. Should the vehicle cause a spillage of any type e.g. oil, petrol or other material Poole House Reception for Talbot campus or the relevant reception at the Lansdowne campus must be notified immediately
32. Any stains or marks left by the promotion vehicle will be subject to a cleaning charge which will be charged to the client and is non-negotiable.
33. The vehicle is prohibited to enter or leave site until supervised by a representative of the requesting department organising the event
34. The agreed route for entry to the Talbot Courtyard is via Kimmeridge House and no vehicles are permitted entry via the University Street at any other point of access. Other routes are designated pedestrian walkways and not necessarily built to support vehicle weight/point loading. Any deviation from this may result in costs being incurred for replacement paving and will be charged to the client and is non-negotiable
35. Vehicles being brought into the Talbot Courtyard area must be parked so that they do not impede access by emergency vehicles to University buildings
36. Food hygiene certificates must be in place and standards must be adhered to - any issues are entirely the responsibility of the client exhibiting.
37. Where music is played by visiting vehicles volume levels must be considered in light of the close proximity of teaching spaces. If the music results in a complaint from teaching staff the visitor may be required to reduce the volume or turn off the music altogether.
38. All catering/event activity waste is to be removed from site and disposed of environmentally by the caterer, not in BU bins. If additional bins are required for waste created by consumption of food, these are to be provided /arranged by the host department. It is a requirement that the caterer will have the necessary waste licences in place to support this activity.
39. Any excess materials left on site after the event is subject to disposal fee.
40. Deliveries before the actual day of the event will not be accepted, unless previously agreed



41. The Students' Union will allocate the client event space prior to your arrival, and unless agree is not be deviated from.
42. Bookings will not be guaranteed until the marketing activity has been paid in full.
43. From the date you book a promotional event space a standard 10 day cooling off period applies where a full refund of booking fee is eligible if you chose to cancel.
44. All areas of the promotion table must remain alcohol free and non-smoking at all times.
45. SUBU encourage that only one parking space to be used per exhibitor, and can be reserved with prior notification to the SUBU Sales Executive
46. The clients 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.
47. The client, 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
48. Distribution of marketing or promotional material is restricted to the exhibitors designated area, unless authorised by a SUBU representative prior or during the event.
49. No exhibitor may take or receive any monies whether by cheque, cash or credit card unless previously arranged with SUBU.
50. In order to comply with the Data Protection Act, please use any personal information obtained solely for its stated purpose. It may not be passed on to any third party.
51. Please ensure your area is secure at all times. SUBU will not be held responsible for stolen/damaged property.
52. If, for any reason, SUBU cancels all or any part of the promotional table day, their liability shall be limited to the refund of any payments made by the client to SUBU.
53. SUBU reserves the right to ask the client to leave the premises if they are found in breach of these terms and conditions and may be prevented from attending future events at SUBU & Bournemouth University.

Date

Print Name

Signature of Client