



Freshers' Fair 2010 Terms & Conditions

1. Stall bookings will not be confirmed until a booking form has been completed in full and full payment has been received. All payments must be received before the date of the fair. Access to the fair will not be granted without a confirmed booking.
2. The company/organisation booking a stall shall name an individual who will be responsible for the stall under these terms and conditions (hereinafter referred to as "the stallholder").
3. Birmingham City Students' Union reserves the right to refuse admission to any Birmingham City University buildings to any stallholder who fails to abide by these terms and conditions.
4. Any decision made by Birmingham City Students' Union will be final.
5. Cancellations made after 31st August will be non-refundable.
6. Birmingham City Students' Union will allocate stalls as necessary and every effort will be made to consider the requirements of the stallholder.
7. Stalls are not transferable therefore the content of a stall must not be substantially different to that indicated by the name of the stall on the original booking form.
8. All goods and services must comply with the Trade Descriptions Act 1968; any that do not will be reported to the relevant authorities.
9. Stall holders can set up on Wednesday 22nd September from 8am. All stalls must be packed away by 5pm.
10. Stallholders are permitted to use the loading bay for the purpose of loading/unloading but then must move their vehicle to the allocated parking area.
11. Stallholders must set up their own stalls; Birmingham City Students' Union is unable to provide assistance with the set-up or take down of external organisations stalls including the loading and unloading of equipment and materials.
12. Stallholders are to remain within their allocated area, which will be as requested on the original Booking Form with regard to size - any stall that is deemed to be bigger than the stall paid for, may be invoiced for the extra space used. Stallholders are asked to respect the space of other stallholders at all times.
13. Stallholders and their representatives must ensure that all remaining promotional material or samples are packed flat and disposed of safely in the bins provided (recycled where possible) before they leave the premises.
14. Stallholders are expected to remove all unused publicity/promotional materials from the premises when they leave. Stallholders who do not do this will be invoiced for the costs of any additional rubbish removal and cleaning required after the day of the Freshers' Fair.
15. Stallholders agree not to distribute promotional material/samples or display posters away from their stall or agreed area. Failure to agree to this condition will result in the individual stall being removed from the premises without compensation.
16. Stallholders distributing free samples of food or beverages agree not to supply open samples. All samples of this nature must be sealed and stallholders or representatives must inform students that these items are strictly to be consumed off the premises.



17. The use of adhesive materials as promotional items (e.g. stickers) is not permitted. Any stallholder found to be distributing such items may be removed from the premises and any costs incurred for extra cleaning as a result of this will be recharged.
18. Stalls may not be sub-let and are subject to one business/company/venue per stall. Any stall found to be combining more than one business with result in both businesses being removed from the premises without compensation.
19. Businesses may not distribute any material from their stall on behalf of other companies. Any company found distributing material on behalf of another business will be charged £400, the cost of a standard size Freshers' Fair stall.
20. No club/bar/nightclub will be allowed to attend the Freshers' Fair unless they have paid for a stall. Any bar/club promoters found on campus will be removed and possibly charged the cost of our standard distribution charge (currently £200).
21. Stallholders wishing to use power points must ensure that all their appliances are PAT tested and that the necessary plugs or cables for their requirements are provided. Birmingham City Students' Union reserves the right to disconnect stallholders from the power supply at any time subject to health & safety requirements. Access to power is only guaranteed if requested on the original booking form.
22. Stallholders are permitted to play music but are advised that excessive amplification will not be tolerated.
23. Any company or representative or a company found to be breaching these terms and conditions will be removed from the premises and may be prevented from attending future Birmingham City Students' Union events.
24. Birmingham City Students' Union will not accept liability for any personal accidents or losses to any person's revenue, equipment or property, however caused, whilst in the Freshers' Fair or on the property of Birmingham City University, unless it can be reasonably demonstrated that Birmingham City Students' Union has been negligent.
25. Damage caused by a stallholder including but not limited to walls, ceiling or flooring, including extra cleaning costs if necessary will be recharged.
26. Stallholders are required to abide by the Birmingham City Students' Union Equal Opportunities Policy. Birmingham City Students' Union reserves the right to remove stallholders from the Freshers' Fair or exclude promotional material should contributors fail to do so. A copy of this policy is available on request.