



Advertising & Promotional Terms and Conditions

1. Freshers/ReFreshers Fayre & Promotional Stalls

1.1 General

1.1.1 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.

1.1.2 A stall refers to a booked space being made available at the University of Surrey Students' Union (USSU), Union House, Stag Hill, University of Surrey, Guildford, GU2 7XH.

1.1.3 USSU reserves the right to refuse admission to any stallholder who fails to abide by these terms and conditions, or to take action to ensure compliance.

1.1.4 All confirmed bookings will receive confirmation prior to an event.

1.1.5 All reservations are made subject to The Union's Equal Opportunities Policy being observed.

1.1.6 Unless otherwise agreed in writing, full payment must be made at least 7 days prior to the commencement of the event and stallholders must ensure that any outstanding debts owed to SU Network/USSU as a result of previous business are cleared. If payment is not received 7 days prior to the date of any planned activity, USSU reserves the right to cancel any booking made. USSU will not accept responsibility for any costs borne by any company or organisation who has failed to meet the payment deadline.

1.1.7 Stalls may not be sublet unless previously agreed in writing with USSU's Community and Events Coordinator. Organisations may only advertise their own products or services. USSU's Community and Events Coordinator must be informed, in writing, if the organisation wishes to promote the interests of another company on their own stall. Stall holders should note that USSU's policy may bar the use and promotion of certain products and they are asked to abide by such decisions at all times. Any breach of the agreed promotion may result in the immediate cancellation of a stall without refund.

1.1.8 All stalls are taken at the risk of the stallholder who also has a duty to respect the safety of others within the vicinity. Further information on health and safety are outlined below.

1.1.9 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.

1.1.10 The stallholder agrees to indemnify USSU against any damage to University of Surrey property or the property of third parties caused by the stallholder and their staff.

1.1.11 Stallholders will normally be granted access to set up from 9:00am and shall be allowed to remain there until 4.00pm on each day a stall is booked and exit the premises by 5pm, unless specific arrangements to the contrary are agreed beforehand in writing with the USSU's Community and Events Coordinator.

1.1.12 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. A stall location shall not be cause for cancellation (information on cancellation is listed in 1.4).

1.1.13 Unauthorised promotion on University of Surrey campus is forbidden. If any stall holder is found to be contravening this term and promoting other items, or allowing others to promote unauthorised items, we will invoice the stall holder full price and may ask them to leave the stall.

1.2 Health & Safety

1.2.1 In line with Health and Safety Regulations, the University Safety Officer, prior to the exhibition/display area being made accessible to delegates and the public, may carry out a Safety Inspection. In order to facilitate the carrying out of any Safety Inspection, stalls should be completed in good time prior to the opening of the event.

1.2.2 The stallholder must not obstruct access to fire exits or firefighting equipment.

1.2.3 The stallholder must not endanger the safety of USSU staff, University of Surrey staff, students or any other person(s).

1.2.4 The stallholder must comply with any Health & Safety instruction issued by USSU or University of Surrey staff.

1.2.5 The stallholder must not move the stall from the designated space provided.

1.2.6 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.

1.2.7 USSU and The University of Surrey reserve the right to have any electrical equipment, brought on site by third parties, tested for safety by a qualified electrician before said equipment can be operated. Any costs associated with such tests are to be met by the stallholder.

1.2.8 Risk Assessment forms when supplied must be completed and returned prior to the beginning of an event. Should this form not be received prior to the beginning of an event, any stall holder may be prevented from setting up until an assessment has been completed.

1.3 Conduct

1.3.1 Stallholders are only permitted to flyer in the vicinity of the event taking place.

1.3.2 Stallholders must not attempt to solicit custom or in any way promote their organisation in any part of the University/USSU or attached land other than from the stall to which they have been allocated.

1.3.3 The distribution of alcohol in any form is not permitted.

1.3.4 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.

1.3.5(a) Stallholders are responsible for clearing up their stall, the removal of all cardboard and all rubbish in, on, or around it.

1.3.5(b) USSU reserves the right to dispose of any material left on site by the stallholder following the end of the event.

1.3.6 Unauthorised posters or advertising will be removed.

1.3.7 Stallholders may play music from a laptop or a TV, but not from speakers. If you are found to be playing audio from amplified speakers then you may be asked to turn off your devices, and/or be removed from the premises.

1.3.8 Stallholders must ensure that music or any other noise emanating from their stand is played at a reasonable level and does not cause annoyance to other stallholders and areas in USSU. If asked by A USSU staff member to turn the music level down, the stallholder must comply immediately.

1.3.9 Stallholders must keep their stalls, displays and activities within the space allocated to their stalls.

1.3.10 Stallholders must behave in a considerate and responsible manner, towards USSU and 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.

1.4 Cancellation

1.4.1 All cancellations must be made in writing and be received by SU Network at least 7 days prior to an event/planned activity.

1.4.2 Should a cancellation be received after the deadline, SU Network reserves the right to charge a late cancellation fee, which shall be 50% of the original cost.

1.4.3 If no cancellation is made, or if the cancellation is received after commencement of the event, SU Network reserves the right to charge the client the full cost of hiring the stall, plus an additional administration charge of 25% of the original cost.

1.5 Other

1.5.1 Parking is allocated to one parking space per stallholder. SU Network send out a permit to the stallholder in advance of the event. Parking permits are intended for the recipient only and cannot be transferred to any persons other than the named recipient.

1.5.2 USSU accepts no responsibility for any unauthorised parking or for any subsequent action taken by the University as a result.

1.5.3 Stallholders will not be granted access to electric power unless these facilities have been requested in advance and their provision confirmed in writing by USSU's Community and Events Coordinator.

1.5.4 Stallholders who fail to return any items provided by USSU will be charged for a replacement as new, as well as an administration charge of £25 for each item not returned.

1.5.5 USSU reserves the right to use photographic images and/or the clients name for promotional purposes within USSU Media or marketing publications.

2. Payment – applicable to all activity

2.1.1 All quoted prices are excluding VAT.

2.1.2 All bookings are subject to availability and acceptance of USSU's Terms & Conditions.

2.1.3 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 SU Network, must sign an official Booking Form which is available on request. If the advertiser/promoter is uncertain of any part of these Terms and Conditions they must contact USSU/SU Network before signing any contract or booking form, as both must accept these as binding contracts.

2.1.4 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.

2.1.5 No booking will be accepted, or marketing opportunity undertaken until a completed and signed Booking Form (including acceptance of USSU's Terms & Conditions) is returned to SU Network.

2.1.6 Any unauthorised promotion by any of the formats outlined above or otherwise will result in such parties being immediately removed from USSU or University of Surrey property.

For clarification of any part of The USSU's Term & Conditions or if you would like further information regarding any aspect of USSU's Marketing Opportunities, please contact SU Network (hello@sunetwork.co.uk, 01227 823115).

SIGNED: _____

NAME: _____

DATE: _____