



TERMS AND CONDITIONS

Welcome!

We want to make sure all exhibitors at our Fair have a great time. We've set out terms to ensure you and our students get the most out of it, and have a great experience.

Every exhibitor needs to agree to these terms to exhibit. By booking a stall with us you'll agree to comply with all of these terms. We reserve the right to cancel any booking or remove exhibitors from the Fair if these terms are not adhered to, and we reserve the right to refuse a contract.

If you have any questions, please talk to Grace Richards, our Events and Communications Coordinator, g.richards@Kingston.ac.uk.

Payment terms

All the prices you see listed are exclusive of vat.

Late payment

All stalls and spaces must be paid for within 30 days of the date on the invoice, or by the start of the Freshers Fair at 10am on 18 September 2019, whichever is sooner.

We will charge statutory interest on any late payments, which is 8% plus the Bank of England base rate for business to business transactions.

If we don't receive full payment by the start of the Freshers Fair, we may cancel your stall, without a refund.

Cancellation Refund terms

- More than 90 days before the fayre: Full refund of pre-VAT amount, minus £50.00 admin fee.
- 60 days to 31 days before the fayre: 50% refund of pre-VAT amount
- 30 days of less: No refund

Exhibiting times

You need to:

- Set up your stall by the opening time
- Exhibit for the whole duration of the exhibition hours.

Unless directed otherwise, pack up of stalls should not begin before the official closing time of the Fair.

Materials handed out at the Fair must relate specifically to your organisation. Sharing of stalls is not permitted.

Staff at the Fair

Two members of staff are allowed for all bookings, unless otherwise authorised in writing. Four staff are allowed for any platinum booking. We'll provide ID so you can swap your staff in and out at any time. If you would like to bring extra staff to the event, we charge £50.00 plus VAT for every extra staff member you'd bring. If you exhibit at Fair with more than the allocated amount of staff, we reserve the right to charge you for any extra members of staff that stay for any part of the opening hours of the Fair.

Loading and Unloading

We have flat-level unloading pithing 20m of the marquee. Company or private vehicles will be allowed to park within the Fair location only for the unloading and loading of goods from 10:00–11:30 and 18:00–19:00. Unauthorised vehicles left unattended outside of these times, and vehicles not displaying their permits, will be clamped.


Parking

You'll be able to use nearby public parking which is a 5 minute walk away, as we'll have no parking available on site. Load and unload right next to the Freshers Fair marquee, and then park up your vehicle when you're done. Please check local height restrictions if you are driving a van.

Security

The Union of Kingston Students will provide general security within the exhibition hall. We'll also provide security outside of exhibition times. However, responsibility for the security of individual stands and their exhibits lies with you. For reasons of security, all exhibitors are advised to remove all portable and valuable items whenever their stands are unattended, including during build-up and breakdown. It is recommended that exhibitors do not leave their stands unattended at any time, whether during build-up, the Fair itself, or breakdown periods. In the event of loss or damage, the organisers should be informed immediately. The Union accepts no responsibility for loss, damage or theft of anything left overnight.

Leaving items at the Fair

Please clear up your stand after you've exhibited, and bin anything you do not wish to keep. Anything left after the Fair will be deemed rubbish and thrown away. 

Deliveries

If you need to send something in advance, we'll be accepting deliveries at:

FAO Freshers Fair, Union of Kingston Students, Main Building, Penrhyn Road, Kingston upon Thames, KT1 2EE

We must receive them by Friday 14 September in order to ensure we can deliver them to you on the day.

Electricity

We strongly recommend you bring your own extension lead, so you can freely position your electronics. We cannot provide any extension leads ourselves. Anyone who brings portable electrical

appliances on-site should ensure that they have been recently PAT tested and bear a current PAT test certificate.

Special items

Use of helium or balloon gas filled balloons or lasers must be agreed in writing with Grace Richards, G.Richards@kingston.ac.uk prior to the event.

Additionally, any dangerous items such as explosives, corrosives, or highly flammable substances are not allowed at the Fair.

Food, drink and alcohol

It is your responsibility to comply with food safety standards. Food prepared off-site is permitted. Alcoholic drinks are not permitted in the venue, nor can they be given away.

Walkways

Exhibitors/their staff and agents must keep all common areas clear whilst building or dismantling stands, exhibits etc. Common areas are deemed as any space outside your allocated stall space. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

Demonstrations and music

You are permitted to play music and make noise, however this must not disturb other exhibitors. Exhibitors immediately surrounding your stall or space must be able to hold a normal conversation. We reserve the right to remove any exhibitors who fail to adhere to an appropriate sound level.

Dilapidation

You are reminded that you will be charged for making good any damage to the hall or stand area, including the floor, caused by your staff or contractors. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the marquee.

Emergency Procedures

Exhibitors are reminded that they must comply with regulations governing materials used on site during an exhibition.

Exhibitors must ensure that all exhibits are within their stand boundaries and that they do not block aisles, fire exits or fire equipment. If you discover a fire or someone reports a fire to yourself, you must immediately raise the alarm by contacting any visible Union of Kingston Students Staff.

Please leave by the nearest fire exit or as instructed by members of the security staff. Do not stay in the marquee once you have been instructed to leave.

First Aid

First Aid facilities will be available during the exhibition at all times. If you require assistance, contact any Union of Kingston Staff who will be easily identifiable.

Trolleys

Exhibitors are advised to bring trolleys for build-up and breakdown as they are not provided by us. Trolleys cannot be used during the exhibition open periods.

Plastic

Please limit your use of disposable plastic wherever possible at this event and instead use sustainable materials.

Thanks for taking a look! If you need anything, please get in touch, and we'll be happy to help.