



SUSU Freshers' Fayre

Terms & Conditions 2011

1. Stall bookings will only be acknowledged on receipt of a completed booking form and full payment must be made BEFORE the event. Until the full payment is received, the booking will not be confirmed. Access to the Fayre will not be granted without a confirmed booking.
2. Stalls are allocated on a first-come, first-served basis. Reservations are not possible.
3. Sports Hall Stallholders can set up on Thursday 29th September from 3.00pm to 6.00pm. Set up time on Friday 30th September for all stallholders begins at 8:00am.
4. CUBE stall holders can set up on Thursday 29th September between 5pm and 7pm. Set up time on Friday 30th September begins at 8:00am.
5. Premium and Outdoor stallholders may set up from 8.00am on Friday 30th September.
6. The Freshers Fayre opens to students at 10.00am and will close at 3.00pm.
7. All stalls must be packed away by 4.00pm.
8. Stall holders or their representatives must ensure that all remaining promotional material or samples are flat packed and disposed of safely in the bins provided before they leave the premises.
9. Stallholders agree not to distribute promotional material / samples away from their stall, or agreed area. Failure to adhere to this condition will result in the individual stall being removed from the premises without compensation. No exceptions.
10. 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.
11. SUSU will allocate stalls as necessary. Every effort will be made to consider the requirements of stallholders.
12. Cancellations after Friday 9th September 2011 will be non-refundable.
13. Stalls may not be sub-let, and are subject to one business/company/venue per stall (unless otherwise agreed with SUSU). Any stalls combining more than one business will result in BOTH businesses being removed from the premises without compensation. Individual businesses or venues based within Leisure or Shopping Complexes are seen as such, and must book their own stall.



14. Businesses may not distribute any material from their stall on behalf of other companies. You may only distribute your own promotional material. Any company found distributing material on behalf of another business will be charged £750, the cost of a standard Freshers' Fayre stall. No exceptions.
15. No club / bar / nightclub promoters will be allowed to attend the Freshers Fayre, unless they have paid for promotional space in the Cube or another agreed location. Any Bar/Club promoters found on Campus or SUSU property will be removed and possibly charged full Freshers' Fayre rates. Campus and ALL University of Southampton property is deemed private with no public right of way. Breach of this constitutes TRESPASSING.
16. Each stall will be 2 metres wide. Stalls backing on to a wall are limited. Display boards are not provided. If you wish to bring your own, or have a purpose built display stand, you are more than welcome to bring this, but if your stand is larger than 2 metres wide please contact us as you will need to book a double stall in advance. Premium Stalls and Club/Bar stalls are 4 meters wide.
17. Stall holders wishing to use power points must ensure that all appliances are PAT tested, and that the necessary plugs or cables for their power requirements are provided. SUSU reserves the right to disconnect stall holders from the power supply at any time. Notice of this will be given subject to health and safety requirements. Access to power is only guaranteed if stated on the booking form.
18. If you have sound requirements, permission must be granted by SUSU prior to the event. Excessive amplification will not be permitted.
19. All areas of the Freshers' Fayre are strictly NO SMOKING.
20. Any company or representative of a company found to be breaching these terms and conditions will be removed from the premises and may be prevented from attending any future SUSU events.
21. Cheques or monies will be cancelled or refunded if a stall is unavailable. Breaching any of the terms and conditions of this agreement will result in the booking being terminated. In this instance, no refunds will be payable by SUSU.
22. SUSU will not accept liability for any personal accidents or losses to any persons' revenue, equipment or property, however caused, whilst in the Freshers' Fayre or on the property of the University of Southampton. Unless it can be reasonably demonstrated that SUSU and/or the University has been negligent.

June 2011

I have read and understood the 2011 Freshers' Fayre Terms and Conditions.

Company Name _____

Name _____ Signature _____ Date _____

