

Freshers' Fair 2008 Stallholder regulations for commercial partners

Thank you for booking a stall at the Oxford University Student Union Freshers' Fair 2008. I hope that you enjoy the event, and find it productive for your organization and your relationship with our students. In order to ensure the smooth and effective running of the Fair, we request that you pay close attention to the regulations laid out here: many of these regulations come from the event venue, others from the University, and the rest from OUSU as event managers. Every one of them is crucial to a well-run event with happy attendees and satisfied stallholders.

If you have any inquires or problems, or require any further information, please get in touch:

Primary Contact	Secondary Contact	Secondary Contact
Ed Batty Advertising Co-ordinator 01865 288456 07793 195385	Kate Kettle Commercial Senior Steward 07720 809990	Jake Leeper Freshers' Fair Organizer 07812 437979
<i>Main contact for commercial inquiries, including organization of the commercial tent</i>	<i>Alternative contact for commercial inquiries</i>	<i>General fair management inquiries; student societies liaison</i>

As far as is possible, please use **Ed Batty** as your main contact, both before and during the Fair. During the fair, uniformed stewards will be on duty, and will be able to deal with most inquiries, or will pass on details to the relevant staff member. **During the fair, please use mobile contact numbers only in the event of an emergency.**

Event details, setup and equipment

- The Fair is held at the **Examination Schools, 75-81 High Street, Oxford, OX1 4BG**. A map is attached, with the Examination Schools and Merton Street marked with an arrow. Please use the **Merton Street gates** (East entrance).
- Commercial stallholders are required to set up on **Tuesday 7th October**.
- The fair itself runs from **Wednesday 8th – Friday 10th October**.
- Fair opening times are as follows:
 - Wednesday 8th: 0930 – 1630 (doors open for stallholders 0830)
 - Thursday 9th: 0900 – 1630 (doors open for stallholders 0830)
 - Friday 10th: 0900 – 1530 (doors open for stallholders 0830)
- **A form is attached to this document, regarding your requirements for loading and unloading, electricity, internet access, table and backing board. Please fill this in and send it to us either via fax or post to the details below before Thursday 25th September. If we do not receive the form by this date we can not guarantee the availability of these items.**
- There is **no parking** available at the Examination Schools: options for parking include Oxford's Park And Ride scheme, and the Westgate Centre car park (marked on the attached map).
- The commercial area will be **open from 1130 on Tuesday** to allow for stallholder setup.



- For the purposes of **loading and unloading** from vehicles, there are five available slots:
 - 1130 – 1200 (for those requiring electricity)
 - 1200 – 1230 (for those requiring electricity)
 - 1230 – 1300 (for those requiring electricity)
 - 1300 – 1330
 - 1330 – 1400
- By Monday 29th October, you will be allocated one of these slots and be sent an e-mail confirming this. Please stick to this as strictly as possible, as there is very little space for vehicles in Merton Street and on the grounds of Examination Schools.
- Vehicles loading and unloading should come to the **Merton Street gates** (East entrance) of the Examination Schools: this entrance is the next road from the front (High Street) entrance, and is clearly visible (with large wrought iron gates in front of the courtyard and the main Commercial Marquee).
- On arrival please visit the desk at the front of the marquee to check in, be shown to your stall, and receive your stallholder passes.
- The commercial area will be **open until 1600 on Tuesday** to allow for stallholder setup. As far as is possible, please have your stall ready for the Fair by this time.
- **The electrician will be available from 1300 on Tuesday 7th October - all electrical equipment must be available in its intended situation for an appropriate inspection and test by this time.**
- All intended electrical appliances and their power demands shall then be approved by the Building & Events Manager of Examination Schools.
- **Single-phase 240v** is the standard supply via Dual 13Amp switch socket outlets available.
- An inspection and test will then be carried out by the University approved electrician. The Inspection/Test will include the following:
 - The integrity and correct wiring of the plug top.
 - The use of the correct fuse in the plug top.
 - All insulation to be in good repair and adequate.
 - Proper earth connections are appropriate and adequate.
 - Appliances are properly constructed, well anchored, and stable.
 - Computer Equipment will be subject to appropriate checks.
 - No appliances containing principally heating components will be permitted.
 - All extension leads will be checked. NO multi-adapters shall be used.
- Any remedial work on Plug Tops will be charged to the stallholder at £5 per Plug Top.
- Strobe lighting will not be permitted.
- Stall pitches are provided with a **trestle table** approximately 1.8m x 0.6m. You may use this if you wish, or you may bring alternative equipment of your own to fill your stall.
- **OUSU is able to provide display boards:** please indicate on the attached form if you require these. Alternatively, you may bring your own backing equipment. Boards are 2m x 1m, and are Velcro. We can also provide Velcro tape.
- Display boards, tables and electricity are provided **free of charge** (with the exception of electricity PAC tests described above).

- **Internet access is also available**, at a charge of £75 ex VAT per MAC address (individual computer) connected. This charge is levied by the event venue. Please indicate on the attached form if you require internet access.

During the Fair

- For commercial stallholders, access to the Fair is only via the **Merton Street gates (East entrance)** for the duration of the fair. Please do not use the student stallholders (South) or front (North) entrance.
- The stalls are laid out in such a way that all attendees must pass each stall before exiting the tent: in this way, we have ensured that you achieve maximum coverage for your organization.
- You will be given **three transferable stallholder passes** for access to the fair. Please transfer these passes in person at the Merton Street gates. Please display these passes at all times.
- If you require any equipment to be stored outside of the hours of the Fair, please contact Ed Batty using the contact details above. **We will make efforts to make secure storage space available:** however, we cannot guarantee its availability, and neither OUSU nor the Examination Schools can take responsibility for any items left at the users' own risk.
- If your stall is within the Examination Schools building, and not inside the commercial marquee, **the following is prohibited:**
 - Smoking
 - Food/drink
 - Aerosol sprays
 - Stickers
 - Balloons
 - Fluids of any nature
 - Food and drink to be consumed on the premises.
- We will do our best to accommodate those requesting these items in the commercial marquee.
- **You must not create any obstruction** across floors, or projecting from under or over tables. This applies to both the vicinity of your stall and to gangways/doors. No obstructive exhibits are allowed.
- **You must not play any loud or obtrusive music** from your stall. Background music and video recordings are acceptable.
- **You must not attach anything** to the buildings, fabric or furniture of Examination Schools or the commercial marquee (with the exception of the allocated desks). Stallholders are responsible for any damage caused, particularly to the buildings, fabric or furniture of Schools.
- Leaflets and other materials **may only be distributed from stalls**. No advertising, including company logos, is to be present on material and/or literature unless it is from an organization from which we have received a booking. We reserve the right to remove any materials intended for distribution at our discretion in accordance with the regulations at any time, including the duration of the Freshers' Fair and ReFresh.
- Leafleting in gangways or outside Schools is **strictly prohibited**.

- Your stall is for the bona-fide promotion of your organization and its products and services only. **No money may change hands at Freshers' Fair**, nor may you enter into binding agreements with attendees to supply products or services in exchange for later payment.
- Data may be collected from attendees at the Fair, with their permission: however, this is for the purposes of information on specific products and services only, and not for general advertising. No data may be passed to third parties.
- You are forbidden to distribute or publish in any way private information about individuals who have signed up to clubs and societies, in accordance with the Data Protection Act.
- The layout and distribution of stalls is at the discretion of the Advertising Co-ordinator and the Freshers' Fair Organizer. We will make all reasonable efforts to accommodate requests, but we cannot guarantee to meet specific requirements regarding stall placement.
- A team of stewards, headed by three senior stewards, will be on duty throughout the fair (including the setup and cleanup phases). Please follow instructions given by these members of staff. Messages to stallholders from the Advertising Co-ordinator or the Freshers' Fair organizer may be relayed through stewards.

Appropriate content

We take very seriously our duty of care to students, many of whom are away from home for the first time, and some of whom are under 18. For the enjoyment and wellbeing of all attendees, we ask that you observe the following regulations:

- General standards of taste and decency need to be observed by all stallholders at all times during the fair. This includes:
 - All material distributed from stalls
 - All material physically attached to stalls
 - Behaviour and contact with attendees, other stallholders, stewards and other event and venue staff
 - Stallholder attire (this should not be unduly revealing for a public daytime event)
- Material that is deemed to be offensive, lewd, prurient, overtly sexualized, derogatory or disturbing may be removed at the discretion of the Advertising Co-ordinator or the Fair Organizer.
- Complaints about the appropriateness of stallholder material or behaviour will be dealt with by the Advertising Co-ordinator or the Fair Organizer in an appropriate manner. Their decisions are final in these matters.
- If you have concerns about the suitability of material you intend to distribute, or how these regulations may apply to your stall specifically, please contact Ed Batty in advance of the fair for advice.

Competition

Oxford University Student Union and Oxford Student Services Limited run a variety of commercial services for the benefit of our members. By accepting your booking we acknowledge that your organization is not a direct competitor in its general activity: however, some specific items may not be publicized:

Thomas Hull House
New Inn Hall Street
Oxford, OX1 2DH
web www.ousu.org



Reception 01865 (2)88450
Direct 01865 (2)88456
Fax 01865 (2)88453
e-mail business@ousu.org

- **Club nights and entertainment:** nightclubs and other entertainment venues and organizations may only publicize nights promoted by OUSU/OSSL.
- **Academic dress:** the sale of commoners' gowns and academic caps for Oxford University "sub fusc" may not be promoted.

The definition of competition rests with the Advertising and Entz Co-ordinator, whose decision is final in these matters.

After the Fair: strike and cleanup

- At the end of the Fair, stallholders must clear away all rubbish and remove all sellotape, blu-tack, etc. from tables. Rubbish bins and plastic sacks will be provided for this purpose.
- Examination Schools closes at 1900 on Friday 10th October. Please be ready to vacate the Fair with your equipment by this time.
- We strongly encourage all stallholder material and equipment to be removed from the Examination Schools site by 1900 on Friday 10th October. However, if as a last resort it is necessary for items to be collected after this time, the stallholder must:
 - Collect and complete an information form(s), which can be obtained from the Examination Schools Information Desk, and attach one to each individual item to be collected.
 - All labelled items are to be left in the area designated by the Buildings & Events Manager of Examination Schools by 1900 Friday 10th October.
 - Items are not available for collection on Saturday 11th or Sunday 12th October.
 - **Any items not collected on Monday 13th will be charged at £150 ex VAT per labelled destination, per day.**
 - OUSU or Examination Schools can accept no liability for the security of stored items, or ensuring that items are collected by the correct company.

In case of breach of any of the above regulations, the organizers reserve the right to expel any stallholders from the Fair.

Ed Batty
Advertising Co-Ordinator, OSSL
09/09/08



Freshers' Fair 2008 Commercial Partner Equipment Form

Thank you for making a commercial booking for the Oxford University Student Union Freshers' Fair 2008. Please fill in this form and fax it back to Ed Batty on 01865 288453, before Thursday 25th September. Alternatively, please post to OUSU, Thomas Hull House, New Inn Hall Street, Oxford, OX1 2DH. **If we do not receive the completed form by Thursday 25th September we cannot guarantee the availability of electricity, internet, boards, or tables.**

Do you require:
(Please tick as appropriate)

Electricity?*

No

Yes: (Please give details)

Internet?:

No

Yes: computers

please note there is a £75 charge per individual computer MAC address (computer) connected

Display Boards?:*

2m x 1m approx, Velcro board, supplied with Velcro tape

No

Yes

A table?:*

1.8m x 0.6m approx

No

Yes

*These items are provided free of charge

Setup:

My preferred half-hour unloading slot Tuesday 7th October is:

1130

1200

1230

1300

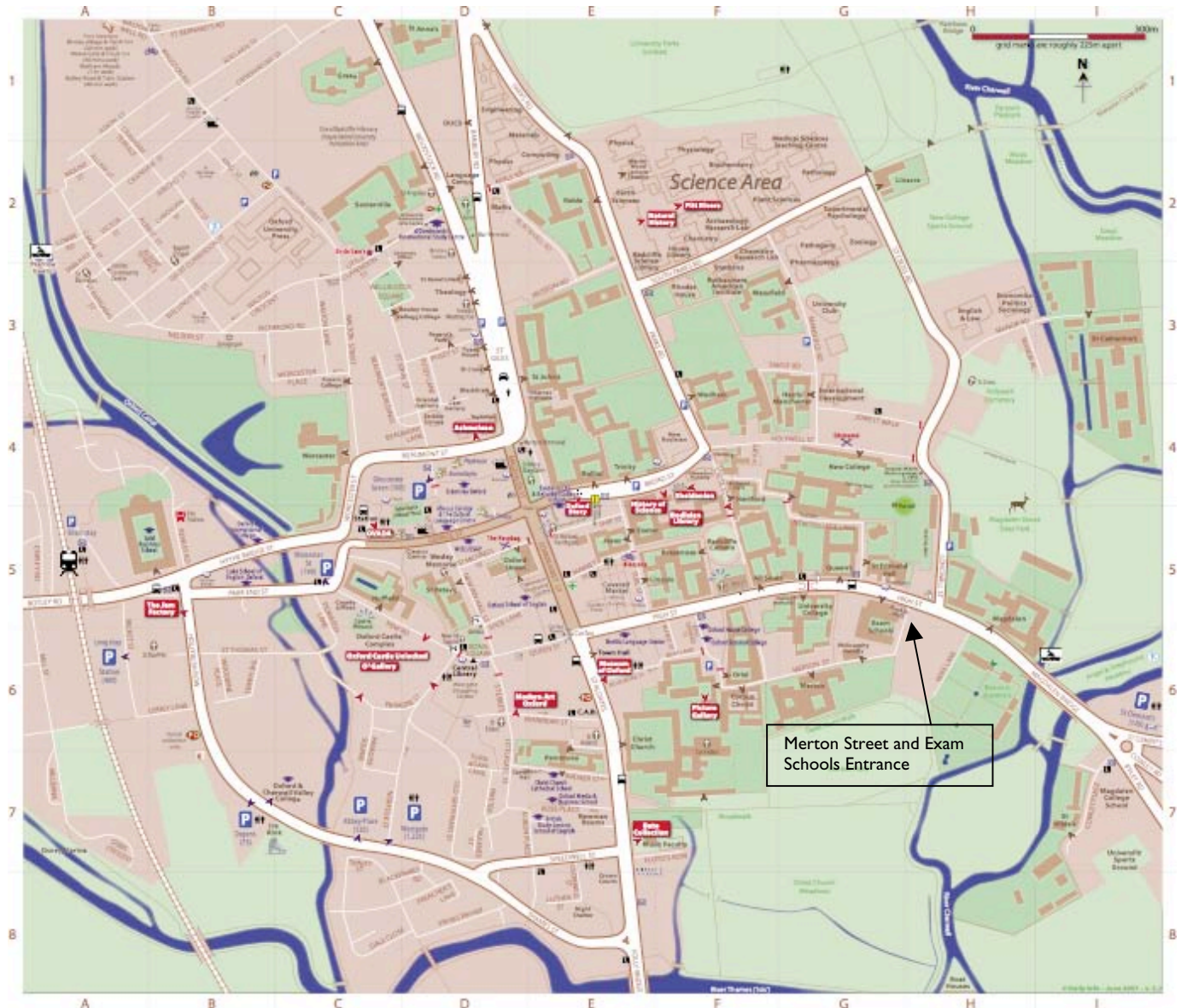
1330

please mark your first preference 1, second preference 2, and so on



Oxford University Student Union

Freshers' Fair 2008 Location Map



Exam Schools
High Street
Oxford
OX1 4BG

Please use the Merton Street gates (East entrance) as marked on the map.

No parking is available on site.

Alternative parking is available at Oxford's Park and Ride, the Westgate Centre, or as indicated on the map.

Please note that there is a permanent no-throughfare on the High Street, as indicated by the red bar on the map (G5).