

Clubs & Societies Stallholder Regulations OUSU Freshers' Fair 2011

The full text of the regulations agreed to by all non-commercial stallholders.

About the Regulations

As a stallholder at OUSU Freshers' Fair 2011 you agree to abide by the Regulations set out below. Please ensure that you have read and understood them as you will be asked to confirm this during the bookings process.

If you have questions regarding the interpretation of the document, please contact OUSU as soon as possible at stallholders@ousu.org

1. Stallholders should enter Schools through the main door from the **Merton Street Entrance only**.
 - You must display your stallholder pass at all times and will not gain entry without it.
 - Any persons running stalls without clearly displayed stallholder passes will be challenged by the stewards and may be expelled from the Fair.
 - Passes are transferable, but you must arrange to changeover stallholders at the Merton Street entrance to Schools, as OUSU stewards will not carry messages for you.
2. The number of stallholders permitted per stall shall be:
 - 1 or 2 desks - 2 stallholders
 - 3 desks - 3 stallholders
 - 4 desks - 4 stallholders
3. Stallholders may only use those tables allocated to them. These must not be moved.
4. The following are prohibited in Schools
 - Smoking
 - Food/drink
 - Aerosol sprays
 - Stickers
 - Mains-powered equipment
 - Balloons
 - Fluids of any nature
 - You may not distribute food or drink to be consumed on the premises. **This includes sweets.**



5. 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/door. No obstructive exhibits are allowed. If you have booked a large stall and need to rent a freestanding display panel to feature photos or publicity, we recommend CP Sign & Display (0800 026 3000). Please note that stall space at the Fair is at a premium and having a display panel behind your stall is likely to make it extremely cramped.
6. You must not attach anything to the buildings, fabric or furniture of Schools, with the exception of the allocated desks. Stallholders are responsible for any damage caused, particularly to the buildings, fabric or furniture of Schools.
7. Leaflets and other materials may only be distributed from stalls. Leafleting in gangways or outside the Exam Schools is strictly prohibited.
8. Stallholders are not permitted to allow their stall to be used for the promotion of a third party or third party activity. Use of any of your sponsors' logos on your own literature/material is however permitted.
9. No advertising for or on behalf of a commercial organisation is permitted, without the written permission of the OUSU Sales Manager.
10. OUSU reserves the right to use its discretion to remove any materials intended for distribution, which in the view of OUSU Officers are in contravention of these regulations, at any time. This applies for the duration of the Fair.
11. Your student club or society stall must be used for bona-fide purposes only, such as encouraging membership and/or involvement in your club or society. OUSU's decision will be final regarding such matters.
12. Your attention is drawn to OUSU policy, which prohibits the Student Union from supporting groups which advocate, incite or perpetrate - or provide a platform to advocates of the incitement or perpetration of - violence against groups or individuals on grounds of ethnicity, religion, culture, sex or sexual orientation.
13. OUSU reserves the right to remove any materials, or to prevent any activity which in the view of OUSU Officers is likely to cause offence. This decision will be taken at the discretion of OUSU officers and will be final. This applies for the duration of the Fair.
14. You must not collect any form of money or payment at the Fair, whether for charity or otherwise. Stallholders are also prohibited from concluding any binding agreements (e.g. contracts, formal agreements) at the Fair.
15. 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.
16. Your booking at Freshers' Fair is subject to your society signing a written declaration undertaking to abide by these stallholder regulations and the OUSU Health and Safety and Evacuation plans governing this event. These will be sent to you in advance of the event.



17. Stallholders are required to cooperate at all times with the OUSU Stewards and to follow any instructions given by them. Stewards are there to ensure the safe and effective running of the Fair.
18. In the event of over-subscription at the time of receipt of your application, OUSU reserves the right to reduce the number of desks allocated to organisations. If this occurs, a refund of the difference of the cost will be issued.
19. In case of breach of any of the above regulations, the organisers reserve the right to:
(i) retain part or all of a society's deposit; and/or (ii) expel any society/stallholders from the Fair. OUSU may refer any disputes to the Proctors.

OUSU 2011.