



Cardiff Students' Union
Undeb Myfyrwyr Caerdydd

Things you need to know:

1. Stall bookings will only be acknowledged on receipt of the below:

- a **completed online booking form**
- **risk assessment (if asked for by Cardiff Students' Union)**
- **public liability insurance**
- **full payment to be made BEFORE the event**

Until this information and full payment is received, the booking will not be confirmed. Access to the Fair will not be granted.

2. Stalls are allocated by our sales team in advance. Reservations are not possible.

3. The Freshers' Fair opens to students at **10:00** and will close at **16:00**

4. Each stand is to have no more than **four** representatives at any one time.

5. 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.

6. 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.

7. Please ensure that aisles are accessible for students to move freely. Please ensure that promotional staff work from within your allocated stand and not in the aisles.

8. No pizza samples or any promotional material advertising pizza can be distributed by any company.

9. Closed alcohol samples may be distributed if directly affiliated with the brand you are promoting. Any alcohol samples must be agreed with the sales team prior to the event. No glass will be allowed.

10. Cardiff Students' Union will allocate stalls as necessary. Every effort will be made to consider the requirements of stallholders.

11. No external club/bar/nightclub promoter will be allowed to attend the Freshers' Fair unless agreed by CSU.

12. No music can be played and no megaphone or microphone can be used at the stall.

13. No balloons are permitted in the building.

14. Any companies providing 'food' samples are to complete a Food Hygiene Disclaimer Notice – please contact susales@cardiff.ac.uk prior to arrival.

15. No stickers can be distributed or given out at the stall.

16. All areas of the Freshers' Fair are strictly NO SMOKING.



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17. Stallholders wishing to use power points must ensure that all electrical appliances are PAT tested. CSU reserves the right to disconnect stallholders from the power supply at any time. Notice of this will be given subject to health and safety requirements. Power is not guaranteed.

18. 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 Cardiff Students' Union events.

19. CSU will not accept liability for any personal accidents or losses to any persons' revenue, equipment or property, however caused, whilst in the Freshers' Fair or on premises.



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