

Committee Update- Freshers' Stall Holder Confirmation and Important Reminders!

Hi | Shwmae committee members,

The countdown to Semester 1 is on! We're looking forward to welcoming you back to Cardiff very soon. Please take the time to read this week's committee update carefully and complete any actions required.

As a reminder, we've already been in touch with important information and instructions about committee training, health and safety documents, and more. Please check your emails and make sure you've read and actioned this information if you haven't already.

This week's committee update includes updates about:

- Freshers Fair – stall holder confirmation and information
- Health and Safety Reminder – no risk assessment, no activity!
- Memberships
- University Room Bookings
- Getting in touch with us

Freshers Fair – Stall Holder Confirmation

Thank you to all the groups who completed the Freshers Fair Stall Holder Request Form before the deadline. Please see attached the list of confirmed stall holders for both days of the Societies and Freebies Freshers Fairs and both Heath Park fairs.

Groups who were not allocated a second day but requested one have been added to a waiting list. You will be contacted if a space becomes available, so please reply promptly to avoid missing out.

There will be a £25 charge to the society account for 'no-shows' on the day. If you are unable to attend the fair, you must let us know in advance so we can re-allocate the stall to a group on the waiting list.

Stall Holder Information - Cathays

- Arrival time for stall holders is from 9am (please do not arrive earlier than this).
- Stall holders should arrive via the ground floor Senghenydd Road entrance to the Students Union to sign in and collect your stall holder wristband.
- Your stall must be set up by first entry at 10am.

- 10am–11am will be designated as quiet hours, with a reduced number of tickets available during this time. These tickets are intended for neurodivergent and disabled students who may benefit from a lower-capacity environment and reduced music and noise levels.
- Stall holders must be committee members only. 2 committee members are permitted per stall at any one time throughout the day.
- The wristband exchange will be open from 9am-3pm. Committee members must swap over at the wristband exchange on the ground floor. There will be limited phone service during the fairs so please ensure you arrange who will be on the stall at what time in advance and meet at the ground floor to swap.
- If you would like to bring food items to give out, allergens and ingredients must be clearly labelled, and you are required complete and return the Food Hygiene Form (attached). Our suggestion is that you use pre-packaged items where possible.
- You can collect contact information on a google form/type form or signpost to your social media/web pages. You must not collect any sensitive information or ask students to write down their information on paper. You should encourage potential members to attend your Give it a Go session prior to purchasing their membership.
- Your society roller banner will be provided. If you have yours in your possession, you must bring it with you. In addition to your roller banner, we encourage you to make your stalls as eye-catching and engaging as possible!
- Last entry to the fair for attendees will be 4pm; stalls will be able to pack away after the last entry. You must put all your rubbish in the bins provided before leaving.

Stall Holder Information – Heath Park

- Arrival time for stall holders is from 10am (please do not arrive earlier than this).
- Stall holders should arrive via the IV lounge. Stall holders are not required to collect a wristband.
- Your stall must be set up by first entry at 11am.
- Stall holders must be committee members only. 2 committee members are permitted per stall at any one time throughout the day.
- If you would like to bring food items to give out, allergens and ingredients must be clearly labelled, and you are required complete and return the Food Hygiene Form (attached). Our suggestion is that you use pre-packaged items where possible.
- You can collect contact information on a google form/type form or signpost to your social media/web pages. You must not collect any sensitive information or ask students to write down their information on paper. You should encourage potential members to attend your Give it a Go session prior to purchasing their membership.

- Your society roller banner will be provided unless it is in use at the Cathays fair. If you have yours in your possession, you must bring it with you. In addition to your roller banner, we encourage you to make your stalls as eye-catching and engaging as possible!
- The Heath Park fair will pack down at 3pm. You must put all your rubbish in the bins provided before leaving.

Health and Safety – Reminder

No risk assessment, no activity!

Please check the committee update email sent on Monday 24th August for information and requirements regarding Health and Safety.

Society activity should not take place until you have reviewed and returned your required Health and Safety documents.

Anyone participating in your society activity must have a valid membership, purchased on or after 1 August 2026.

For Give it a Go (GIAG) activity, participants are not expected to have a membership. However, committees must have a system in place for potential members to sign up to the GIAG and must be able to provide a record of attendance to the Societies team upon request.

Memberships

Standard Memberships – your standard memberships should now be on sale. If you wish to amend the price of your membership, please let us know as soon as possible.

Associate Memberships – associate members can apply via the Associate Membership Portal. Approval of applications is at the discretion of the whole committee. There is more information and links to the portal on page 20 of the Committee Handbook.

Your society does not have to offer associate membership if you do not want to or do not have the capacity to manage associate members. If you do want to offer associate membership, please ensure you have a separate membership product set up. If you do not currently have one, please let us know and we will create one for you. The

Non-paying committee members – as a reminder, committee members must purchase their society membership by 9am on Monday 26th October. Non-paying committee members will be removed from their role, and the society will be required to hold a by-election.

University Room Bookings

We have received queries regarding the status of University room bookings for the upcoming semester, and we appreciate many of you typically conduct your regular activity across Cathays campus.

Unfortunately, the Societies Team is not yet able to request University bookings, and we continue to wait on an update from our colleagues at the University.

We appreciate that with Give It a Go's and semester one approaching fast, this will be disappointing to hear, and lead to some concern. We are doing what we can to receive an update as quick as we can.

As an alternative, please continue to seek available spaces in the Students' Union, or around Cardiff.

Getting in touch with the Societies team

Our standard response time is 3–5 working days; however, there may be delays during busier periods, such as Freshers.

We are currently receiving a high volume of emails and are working to respond to everyone as quickly as possible.

If your query is urgent, you are welcome to come to the office or call us.

Please always check the committee update emails, [Committee Handbook](#) and [Committee Resources](#) first, as your question may already be answered there.

Best Wishes | Cofion Gorau,

Guild of Societies