



We would like to invite you to be part of our Freshers Fair on the 17th September 2019 at Plymouth University.

Please complete the form below to confirm your space and agree to the terms and conditions of the agreement. If you do not complete this form and sign we cannot allocate you a space for the event.

Stall Type:

Standard;
2 x 2m space, includes Table, Wifi and Electricity.
Could be located anywhere around the 2 sites.

Outdoors;
Located on the SU roof, this is a space limited to 8m x 8m.
Located between the library and student union bar.
Weight limits and vehicle restrictions apply, please ask for details.

Vehicle;
Please ask for details by contacting ben.wiginton@su.plymouth.ac.uk

Terms and Conditions:

If you do not attend the fair you will be charged a 50% fee.
We reserve the right to refuse entry if we do not feel the stand is suitable on the day. All stalls and staff must adhere to our advertising policy, full details available on request.

Please sign below and return this form via email:

By signing the below you agree to all terms and conditions of UPSU and the Freshers' Fair and Agree to pay the amount set above via BACS payment on receipt of this document. On receipt of this signed form, we will raise an invoice which you will receive via Email from su.finance@su.plymouth.ac.uk - please ensure you can receive emails from this account. Failure to pay will mean refusal to enter the event.

Signed (Electronic)

Date (DD/MM/YY)

Finance Contact Name

Business Address

Invoicing Email

Set Up: 08:00-09:45

Set up will start from 08:00, you can arrive on site from this time. You will have 20 minutes loading/unloading time on site. Please ensure your vehicles are removed after this time. There will be no parking on site under any circumstances. SU Staff will be on site to direct you to your stand from 08:00. Please report to the Roland Levinsky building.

Vehicles:

You may bring your vehicle on site at this point, pull up, register and then go and set up. There is plenty of public car parking close to the Plymouth University Campus. Maps available at www.plymouth.ac.uk/your-university/visit/our-campuses

Fair Running: 10:00-16:00

The fair will run from 10:00 until 16:00. We expect to see over 15,000 people pass through the event during this time. Please ensure your stand is safely set up and welcoming to students. This will create the best and most engaging environment. We would always recommend creating an interactive and fun stall atmosphere to increase engagement. If you would like to discuss what you can do, please do contact us.

Pack Down: 16:00-17:00

All stalls must start to pack down at 16:00 and stop trading. We expect all stalls to be clean and clear by 17:00 and all vehicles off site by 17:30. Please ensure all equipment, rubbish and staff are off site by this time. Please use the bins provided around site, if you cannot use these, please remove all waste from site. Any left rubbish will be subject to a fine and will likely mean we do not invite you back on site in the future.

WIFI

Information on how to connect to the WIFI will be available at your stand on the day.

Power

We will provide power to all stalls throughout the venue. Please ensure all equipment is PAT Tested and can run from domestic power sources.

Tables & Backboards

We will provide 1 trestle table, 2m x 1m to each standard stall, and 2 tables for each premium stall. We do not guarantee backboards can be provided. Please provide your own if necessary. All stalls have 2 x 2m spacing behind for storage and use. See diagram below for example.

Contact:

Ben Wiginton: 07903 271674

ben.wiginton@su.plymouth.ac.uk