

**UPSU Welcome Back Fair Advertisement Booking Form**

|  |
| --- |
| **21st January 2025 – 11am-4pm – University of Plymouth Students’ Union** |

|  |
| --- |
| **Form details** |
| *Please fill in the following information with as much detail as possible which is applicable to your company.* |

|  |  |
| --- | --- |
| **Company details** | |
| Company Name: |  |
| Company Address: |  |
|  |  |
|  |  |
| Company Postcode: |  |
| Company Email (For Invoice): |  |
| Telephone No |  |

|  |  |
| --- | --- |
| **UPSU Welcome Back Week Fair Stall / Package / Advertising Booked** | |
| Welcome Back Fair Stall, Package, other advertising opportunities booked |  |

|  |  |
| --- | --- |
| **Cost** | |
| Subtotal |  |
| VAT (20%) |  |
| Total Cost |  |
| Please note that payment must be received in FULL no later than 30 days after receipt of invoice or before activity is due to take place, whichever is the shortest. | |

|  |
| --- |
| **Risk Assessment** |
| All stalls / bookings for Freshers Fair which are looking to hand out food / drink or get students involved in any physical activity will need to submit a RA by the 6th January 2025. This is to ensure all aspects from set-up to pack down and what you plan to hand out if applicable to students on the day of the event has been assessed and signed off by the Health, Safety and Wellbeing Manager at UPSU.  If your stall is a simple set up where you are talking to students about your company, handing out leaflets etc we do not require a Risk Assessment.  We reserve the right to ask the RA to be edited if required. As well as declining content on the day if UPSU was not made aware beforehand of the activity and a subsequent Risk Assessment was not completed and signed off by UPSU. |

|  |
| --- |
| **Set up / Power Requirements** |
| Please ensure you list all power requirement for your stall below, as we will be unable to provide this if we do not have this confirmed beforehand. This will be made available to you on the day at your stall. Please ensure all equipment is PAT Tested and can run from domestic power sources.  Can you also please provide an overview of your set up, including number of staff attending. Further expansion will be needed in Risk Assessment. |
|  |

|  |  |
| --- | --- |
| **Table Requirements / Backboard** | |
| Please confirm in the box below with an (x) next to your stall you have booked above if you require a table at your stall. If you do not require a table for your booked stall, please place (x) in the N/A box.  Please note each table is a standard 6ft Trestle Table. Our stalls below come with the following number of tables provided as standard.   * **Standard Stall – x1 Trestle Table** * **Premium Stalls (Any) x 1 Trestle Table** * **Outdoor or Vehicle Stalls – Please State amount required below (Maximum of 4)** | |
| Local Business or Charity Stall |  |
| Standard Stall |  |
| Premium Stall (Any) |  |
| Outdoor or Vehicle Stall (Please State how many you require) |  |
| N/A |  |

|  |
| --- |
| **Purchase Order Number** |
| Please state the PO number below if required. This will be added onto the invoice sent to you. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Confirmation** | | | |
| Please sign here to confirm your booking, once received an invoice will be raised. | | | |
| **Name:** |  | | |
| **Signature:** |  | **Date:** |  |