

# Freshers' Fair 2019



**Booking deadline: 30/06/2019**

Freshers Fair this year happens on 23<sup>rd</sup> and 24<sup>th</sup> September in a marquee outside the Students' Union. Each day will be a different mixture of sport clubs, societies, commercial businesses and welfare organisations. Please read this document carefully.

## Information for stallholders

- The fair will run from 9:30am – 4pm, you can set up from 9am.
- A quiet hour will commence 9:30 – 10:30 am. Within that hour there will be strictly no music or blocking walkways to ensure accessibility for all.
- We will provide you two chairs and table measuring 0.9 x 0.6 m.
- Bring a tablecloth to make your stall nicer along with plenty branded materials.
- Stalls are allocated at random.
- Limited spaces available. If marquee is full, you might be allocated a stall inside the Students' Union.

## Terms & Conditions

- Bin bags will be provided for each table. Leave your space clean or you will be fined £50.
- All your electrical equipment needs to be PAT-tested. If you need power for more than e.g. 2 laptops, let us know.
- There is no designated drop-off point. Any vehicles stopping on the double-yellow lines will be clamped by Site Security.
- Only 3 committee members to be on a stall at any one time, to avoid congestion. We suggest you bring your chattiest members.
- External brands promotion is not allowed if the company does not directly relate to your Club/Society. For example: if a taxi company sponsors you then their brand on your t-shirts is fine, but please do not distribute their business cards. If in doubt, please get in touch.
- Ensure that your stall is contained within the space allocated. Distribute materials only from your stall.
- No alcohol within the marquee.
- You will need bilingual leaflets/posters.
- Do not bring your own music.
- If you plan to distribute food samples, you must get in touch immediately – we will need additional documentation.
- If you break any Terms & Conditions you will be asked to leave the Fair.
- If you have any special requirements, please get in touch.

## Fun Activities

As standard your club/society will be given a normal stall at the Freshers' Fair. However, if you have a great idea for an activity taking place outside (e.g. show, competition) we can give you more space. It's a fantastic chance to attract more members. Space is limited; best ideas win.

**Deadline for submitting ideas: 30/6/2019 to Matt Lukasiak - [mul8@aber.ac.uk](mailto:mul8@aber.ac.uk)**

Here is what you need to provide:

- Date: Monday **or** Tuesday **or** both days **or** only on the day you will be assigned
- Time of the activity (start and end)
- Brief description of activity:
- Space required (width x length in meters):
- Risk Assessment. Template available at: <https://www.abersu.co.uk/teamaber/resourcehub/>
  - Risk Assessment **must** have **all** fields completed including
    - Brief description of activity = date (Monday or Tuesday or both or only on the day you will be assigned) + times + description
    - Assessors name
    - Date of completing the Risk Assessment
    - Signature (can be typed up)
    - Date for review (less than 12 months – e.g. date of completion: 1.6.18; date for review 1.5.19)
- Any other issues:
- Any requirements from the Union (e.g. 5 barriers, hazard tape)