

# UCLU Freshers' Fayre 2008 Booking Form

Make personal contact with students in their first week at UCL

**UCLU**  
University College London Union

## BOOK BOTH DAYS OF THE FAYRE AND GET A 10% DISCOUNT ON THE SECOND DAY\*

Please tick the day/s you wish to attend and the type of stall you require  
As different groups will attend on different days, UCLU recommends booking both days

- Thursday 25 September                       Friday 26 September
- Premium Plus Stall - £585 per day (2.7m wide, individual plot)  
 Premium Stall - £480 per day (1.8m wide, beginning or end of row)  
 Standard Stall - £370 per day (1.8m wide)  
 Charity/Departmental Stall - £195 per day - Registered Charities & UCL Departments Only (1.8m wide)

**For any other stall sizes or other special requests, please contact the Marketing Manager**

Please tick to indicate requirements: (All stalls come with a display board)

- Electric point

Company Name: \_\_\_\_\_ Stall Name (if different): \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Email: \_\_\_\_\_ Nature of Business: \_\_\_\_\_  
Charity No (if applicable): \_\_\_\_\_ Type of Product(s): \_\_\_\_\_

**Confirmation of bookings is subject to UCLU Regulations & Procedures. A confirmation/cancellation letter will be posted to your company within two weeks from receipt of the booking form.**

Total payable: £  Stall prices are VAT exempt

Please tick to confirm your method of payment:

- I enclose payment by cheque (made payable to UCLU)  
 I wish to pay by credit card (Mastercard or Visa only)

Card No:           Expires  /

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

- Please invoice me as follows:

Invoice address: \_\_\_\_\_  
Correspondence address: \_\_\_\_\_  
Your order no. (if required): \_\_\_\_\_

**I, the undersigned, have read the terms & conditions for Freshers' Fayre 2008 and agree, without limitation or qualification, to be bound by and comply with them.**

Authorised by: \_\_\_\_\_ (signature) Position in company: \_\_\_\_\_

Please return completed form to:

Marketing Department, UCLU, 25 Gordon Street, London WC1H 0AY

Tel: 020 7679 7902 Fax: 020 7679 0466

**\*DOES NOT APPLY TO CHARITY OR DEPARTMENTAL RATE.**

FOR OFFICE USE ONLY

Processed: YES / NO                      Signed: \_\_\_\_\_                      Countersigned: \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING THE BOOKING FORM.**

1. Receipt of completed booking forms and payment does not constitute a booking until confirmation is sent by UCLU Marketing.
2. All material utilised on your stand (including boxes, papers and give-aways) must be cleared from Freshers' Fayre no later than 17:00 on Friday, 26 September. You are also responsible for tidying your stall by 17:00 on Thursday, 25 September. Items left overnight on your stall, are done so at your own risk. Any items left after 26 September will be subject to a minimum £100 removal fee.
3. If bringing your own stall structure, you are responsible for setting up and taking down the stall. Setting up time is 07:30–09:00; taking down time is 16:00–17:00 on each day of the Fayre. Stall structures left overnight are done so at your own risk. UCLU accepts no responsibility for loss, damage or theft of any stall structures left overnight.
4. Items may only be stored underneath your allocated stall. At no time may you utilise the area surrounding your stall for storage. A limited amount of storage for the two days of the fayre is available and will be supplied on a first come first served basis (application must be made to the Marketing Manager before the event); you will have access to your items from 07:30–09:00 on each day of the fayre. Please note that any property left in storage is done so at your own risk. UCLU accepts no responsibility for loss, damage or theft of any items left in storage.
5. The taking of any form of payment (including debit/credit card, cash or cheque) is forbidden at all stalls, unless specific arrangements have been made beforehand with the Marketing Manager. Failure to comply will result in immediate expulsion.
6. Payment for your stall must be received in full and have cleared in the UCLU account no later than Thursday 31st July 2008. Payment must be made by credit card, cheque or BACS, made payable to UCLU (see details on the booking form).
7. Flyering is only allowed on individual stalls. At no time may you flyer or distribute literature in any other part of Freshers' Fayre, UCL or UCLU buildings.
8. Materials handed out at the fayre must relate specifically to your organisation. Sharing of stalls is not permitted and could result in immediate expulsion.
8. Representatives of your organisation manning the stall should be reminded that they cannot utilise the space in front of the table provided.
10. There are no parking facilities on site. There are NCP car parks within walking distance of UCLU (details of parking facilities in the area will be supplied prior to the fayre).
11. Company or private vehicles will be allowed to park within the main UCL Quad only for the unloading and loading of goods from 07:00–09:00 and 15:00–17:00 on each day of the fayre, for no longer than 30 minutes each time. Permits for the above times will be issued on entering the UCL Quad. Unauthorised vehicles left at the UCL Quad outside of these times, and vehicles not displaying their permits, will be clamped.
12. Delivery of goods relevant to your stall can only be accepted from 07:30–09:00 on each day of the fayre and only via the main entrance of UCL, Gower Street. Deliveries will not be accepted unless you or a member of your company is present to sign for goods.
13. Any stands that are larger than the designated stall space agreed on the booking form will be refused. If you require additional space, you must obtain written permission from the Marketing Manager.
14. Only two representatives are permitted per stall. If you require more than two representatives, you must obtain prior written approval from the Marketing Manager.
15. Every stall comes with a table and two chairs. If you do not require these facilities or require electric points, you must have prior written approval from the Marketing Manager. Applications for such [13, 14 & 15] must be made by 1 September 2008.
16. Failure to attend on the day of the event will not be subject to a refund.
17. Stallholders are responsible for displaying their exhibitor badges at all times. Failure may result in expulsion from the fayre.
18. Agencies booking stalls on behalf of a third party are responsible for passing on all relevant information to the appropriate person, including the terms and conditions.
19. Failure to meet the terms & conditions may result in immediate expulsion from Freshers' Fayre.