

FRESHERS' FAIR

CODE OF PRACTICE FOR FRESHERS' FAIR – COMMERCIAL STALLS

- All organisations are responsible for clearing their own area before they leave. Binbags will be provided. Please dispose of dangerous waste in the appropriate manner, seek advice if you are not sure
- All organisations must leave within 1 hour of the end of the event (4pm). The start time is 12noon and we expect all stalls to be set up and ready on time.
- All participants must remain behind their stall to avoid congestion and obstruction of the aisles
- Any spillages from your stall, or in the immediate vicinity should be reported immediately to the LUSU stewards or staff
- There is to be no advertising/publicity for another organisation or group other than the specified organisation/society on that stall. Any sponsorship for a club, society should be noted to the LUSU in advance. Any commercial organisation should inform the Commercial Services Manager of any third party promotions
- Read the information provided and be familiar with the fire exits, safety requirements, location of the LUSU stewards and the LUSU stall
- Do not obstruct any aisles or fire exits
- Organisations/groups must stay where they have been placed, and are not allowed to relocate on the day
- No loud speakers are allowed. Music should be kept to a reasonable level.
- Organisations/groups must not breach the LUSU Equal Opportunities Policy, either in their publicity, their conduct towards other Organisations/groups at the fair, or in allowing people to join their group
- Organisations/groups must not harass or denigrate any other Organisations/groups in any respect whatsoever
- No food may be given away without prior agreement from LUSU. Agreements will only be given for pre-packed cold food.
- All banners attached to any walls or balcony in the hall must be with prior arrangement with LUSU Union. This is to ensure that banners meet safety requirements.
- Any alcohol should only be distributed in sealed bottles or cans.
- Only one company per stall
- Only 4 persons to a standard stall (x 2 tables)
- Only 6 persons to a premium company stall (x 4 tables)
- It is preferable that no trading/exchanging cash takes place on the day. If an organisation chooses to do so, they are wholly responsible for any monies collected
- Please refrain from giving out plastic bags, we ask you use biodegradable/paper.
- Please refrain from using helium.

Failure to comply with any of the above points can result in being removed from the Fair.