

CUSU Societies Fair 2012: Rules and Regulations

Outside pitches

(Parkers Piece & Donkey Common)

Note: These rules have been revised for 2012.

- 1. You agree to comply with all instructions issued by the Fair organisers and stewards.** The Fair will not tolerate any abuse of the organisers, event volunteers/stewards, Cambridge City Council staff, other attendees, or visitors. If asked to leave, you must do so immediately: you will be given the opportunity to file a complaint at a later time.
2. You must obey all laws and regulations pertaining to your activities.
3. Each stall may only be occupied by the named society/stallholder. **No third party promotions are allowed on any stall without explicit permission in writing from the CUSU Coordinator/CUSU Business Manager.** You must ensure that unless otherwise agreed, any promotional material you distribute must be solely in the name of the organisation holding the stall.
4. You may not set up in any other areas of the fair outside your defined pitch without prior, explicit permission from the CUSU Coordinator.
5. If you wish to use a vehicle to transport equipment on the site you must liaise with the CUSU Coordinator regarding the hours that the Parkers Piece vehicle gate will be open. Any vehicles used must be parked with due care and respect for other stalls' activities, and due care taken for pedestrian safety when driving on and off the site. All vehicles should be removed once stalls are set up unless they are part of the stall/for display.
6. Absolutely no alcohol will be tolerated at the event.
7. Any weapons or other potentially dangerous items must be registered with the CUSU Coordinator
8. Open flames are not permitted anywhere on site.
9. If you wish to use a generator, prior explicit permission from the CUSU Coordinator must be received, and all electrical equipment must be PAT Tested.
10. All marquees, tents or other self-built structures should be of sound construction including all supporting poles, guy roles, anchors etc. and all guy ropes or fixing stays shall be clearly marked to ensure that do not present a trip hazard. Unsuitable or unsafe structures maybe required to be removed.
11. Any live animals (except for working dogs) must be approved in advance by the CUSU Coordinator.
12. You are not permitted to distribute stickers, as they have caused serious problems to Kelsey Kerridge Sports Centre (where the indoor areas of event take place) in the past. No flyering of any queues outside of Kelsey Kerridge is permitted except by prior, explicit consent of the CUSU Coordinator.
13. No posters should be put up on lampposts or railings. These will be removed and destroyed by the stewards, and the originating body may be sanctioned.
14. No cash transactions should be conducted at the Fair. If you choose to ignore this advice, please be aware that CUSU cannot and will not accept any liability for any losses incurred.
15. All items brought to the fair are brought at the risk of the organisation involved.
16. **You must completely clean up/empty your pitch when you depart the Fair at the end of each day,** leaving the site as you found it. There is no overnight security – stalls, vehicles etc must not be left on Parkers Piece overnight. Please do not dispose of rubbish from your stall in the Council litter bins around Parkers' Piece/Donkey Common – there are recycling facilities arranged by CUSU and a steward or the CUSU coordinator can direct you to these – otherwise please ensure your litter is bagged and taken with you when you leave the site.
17. **Intimidation, harassment, and anti-social behaviour:** Everyone at the Fair is responsible for expressing his or her views or promoting his or her organisation while showing consideration and respect to others at the event. The Fair encourages dialogue. To this end, you must not make

approaches that, in the opinion of the Fair stewards, are overly aggressive or confrontational rather than constructive. You also must not pursue individuals or groups who have indicated that they are not interested in your views or services. If your activities do not show due consideration to others at the event, you may be ordered to stop certain behaviour, or you may be ordered to leave the event.

Any violation of the above rules may result in the removal of a society or organisation from both days of the fair, possible banning from future fairs, and/or any other penalties as may be enforced by the CUSU, Kelsey Kerridge, the University, Cambridge City Council or the Police. These rules will be strictly enforced to ensure the smooth running of the Fair. On any matter of dispute the decision of the Coordinator is final.

Notes:

These rules have been revised for 2011. These rules will be strictly enforced to ensure the smooth running of the Fair.

On the day your primary point of contact will be the CUSU Coordinator.

Prior to the event, the CUSU Business Manager will be your point of contact and can be reached via telephone on 01223 761687 or via email business@cusu.cam.ac.uk.

On any matter of dispute the decision of CUSU Coordinator/VP Services is final. Harriet can be reached via email – coordinator@cusu.cam.ac.uk. Following the fair, any formal complaints should be directed through the CUSU complaints procedure which can be found at: <http://www.cusu.cam.ac.uk/complaints/>

Further Information:

Parkers Piece is opposite the main fair venue:

Kelsey Kerridge Sports Centre
Queen Anne Terrace
Cambridge
CB1 1NA

Fair opening times:

Tuesday 2nd October 2012

0800 CUSU Executive members will arrive to complete venue setup.

0815 External stallholders (you) may arrive to begin set up. Someone will be on hand to assist you. (If you arrive before 0815, you may be denied entry until 0815)

0900 Society stall holders admitted.

0959 Stall setup should be complete.

1000 Doors open (Kelsey Kerridge) to students with disabilities and student parents.

1100 Doors open to all students

1830 Doors close (The queue may be cut off before this time).

1900 Venue empty & Stalls cleared from Parkers Piece

Wednesday 3rd October 2012

0900 All stallholders permitted entrance

1000 Doors open (Kelsey Kerridge) to all students.

1500 Door close (The queue may be cut off before this time).

1600 Venue empty of guests from Kelsey Kerridge. Please clear your stall as efficiently as possible.