

CUSU Societies' Fair 2012

Rules and Regulations (Provisional)

Corporate, Charity, Not for Profit Organisations and University Departments - Rows J to N

You agree to comply with the instructions of the Fair organisers and stewards. The Fair will not tolerate any abuse of the organisers, event volunteers, Kelsey Kerridge staff, other attendees, or visitors. If asked to leave, you must do so immediately: you will be given the opportunity to make a formal complaint at a later time.

1. You must obey all laws and regulations pertaining to your activities, including refraining from smoking at the Kelsey Kerridge Sports Centre.
2. No liquids other than water will be permitted in the halls, and absolutely no alcohol will be tolerated at the event.
3. Any weapons or other potentially dangerous items must be registered with the CUSU Coordinator
4. You are not permitted to distribute stickers, as they have caused serious problems to the venue in the past.
5. You may not impede the movement of visitors in the aisles between stalls. The 2 metre clearance between stalls must be maintained for fire and safety regulations.
6. Do not create open flames inside the venue. If you are in an electrified area, your equipment must be PAT Tested.
7. Any live animals (except for working dogs) must be approved in advance.
8. No more than three people will normally be allowed to man a 6-foot stall, and no more than 6 people per 12-foot stall, at any given time. You may not set up in other areas of the venue outside your stall. Please conduct all promotional activity from behind or immediately in front of your stall.
9. No third party promotions are allowed on any stall without explicit permission in writing from the CUSU Coordinator/CUSU Business Manager. Please ensure any promotional material you display or distribute must be solely in the name of the organisation holding the stall.
10. No flyering of any queues or the areas outside or immediately surrounding the building (which is not the public highway) is permitted. No flyering or any other promotional activity may take place anywhere but at your stall.
11. No posters should be put up on the stairwell or walls. These will be removed and destroyed by the stewards, and the originating stallholder may be sanctioned.
12. Please refrain from amplifying any sound at your stall at a volume higher than a normal conversation that would be had at the stall.
13. 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.
14. All items brought into the fair are brought at the risk of the stallholder involved.
15. You must completely clear your own stall when you depart the Fair. However, unlike the clubs and societies attending, you do not need to move or stack your table when leaving (please ignore any public announcements at the end of the fair requesting movement of tables.)
16. 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.

17. Any violation of the above rules may result in the removal of a stallholder from both days of the fair, possible banning from future fairs, and/or other penalties as may be enforced by the CUSU, Kelsey Kerridge, the University of Cambridge, Cambridge City Council or the Police.

18. We do appreciate that as a "corporate/external" attendee, the fair is attractive as a "networking" event, and for some, may be broader than engaging with those who pass your stall and you may wish to visit the other areas of the fair and engage directly with the student societies and sports clubs that hold stalls at the event – for example, to discuss sponsorship opportunities etc. If you wish to do so, we would ask you to respect the fact that they may be busy with engaging with the students themselves – passing a business card to student club and society stallholders is acceptable but please do not to wander the fair with flyers or any other promotional material.

Notes:

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

Your primary point of contact for the fair is the CUSU Business Manager, Mark Curtis.

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

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

On any matter of dispute the decision of the CUSU Coordinator/VP Services is final. 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/>

Venue address:

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 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.

Wednesday 3rd October 2012

0900 All stallholders permitted entrance

1000 Doors open to all students.

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



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

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.