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**St. George’s Students’ Union – Freshers 2017 Booking Form**

By submitting a booking form to SGSU you are confirming that you would like to advertise and/or exhibit at the Freshers’ Fayre and that you have read, understood and agree to the terms and conditions outlined overleaf. **Deadline for submission is 12th August 2017.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation name** |  | **Organisation address** |  |
| **Organisation website** |  | **Type of organisation** |  |
| **Nature of business** |  | **Proposed activity at the fayre** |  |
| **Contact name** |  | **Contact job title** |  |
| **Contact telephone** |  | **Contact email** |  |
| Please confirm if you would like to be kept informed of future events and promotional opportunities via email: **Y / N** |

**Advertising options (please select your preferred options)**

|  |  |  |
| --- | --- | --- |
| **Advertising option** | **Cost** | **Please tick if required** |
| **Freshers’ Handbook****(emailed to over 1000 freshers)** |  |  |
| Half page | £125 |  |
| Full page | £200 |  |
| Inside front cover | £250 |  |
| Back cover | £300 |  |
| **Freshers’ Welcome Bags****(handed out to over 1000 freshers)** |  |  |
| 1000 colour A5 flyers – 1 sided(please email your image to SGSU) | £65 |  |
| 1000 colour A5 flyers – 2 sided(please email your image to SGSU) | £85 |  |
| **Online** |  |  |
| Main news slider advertisement on the SGSU homepage including a hyperlink to your website.(please email your image and hyperlink to SGSU) | £100/month |  |

|  |  |  |
| --- | --- | --- |
| **Exhibiting option** | **Cost** | **Please tick if required** |
| Stall at the Postgraduate Freshers’ Fayre**29th August 2017 – PRIME** | £150\* |  |
| Stall at the Postgraduate Freshers’ Fayre**29th August 2017 – STD** | £100\* |  |
| Stall at the Undergraduate Freshers’ Fayre**25th September 2017 – PRIME** | £250\* |  |
| Stall at the Undergraduate Freshers’ Fayre**25th September 2017 - STD** | £200\* |  |
| \*Please note there is a 25% discount for charitable organisations. |
| **Storage for Freshers’ Fayre materials:** | £5 |  |

**Additional Information - Freshers’ Fayre** (please complete)

Please confirm how many representatives will be attending the fayre (maximum 4 people)…………...

Do you require an electricity supply? (please provide details)…………………………………

Do you require WiFi access?..............................

Do you require a display board?..............................

Will you be bringing any display equipment? (please provide details)……Leaflets/ crime prevention / contacts material etc.………………………………………

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Do any of your representatives have any personal access requirements? Please provide details

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**Additional Information – Online Advertisement** (please complete)

Please confirm the start date of your advertisement on www.sgsu.org.uk ……./……./…….

You must email your image and hyperlink to the below contact details 5 working days before this date.

Please confirm how many calendar months you would like the advertisement to be displayed:.............................

**Additional Information – Freshers’ Handbook/Welcome Bags**

You must email your artwork by midday 19th August. More information will be provided on confirmation of booking.

**Payment method: BACS/Cheque (delete as appropriate)**

**Payment details:**

Name: St. George’s Students’ Union

Account Number: 23858448

Sort Code: 20-00-00

Total commitment from your organisation (£):……………………………………

Print name:…………………………………………………………………………….

Signed:…………………………………………………………………………………

Date:………………/………………/………………

Please send your completed and signed booking form to the Students’ Union via email or post. **Deadline for submission is 12th August 2017.** Scanned copies are acceptable. If you would like further details prior to booking, please contact:

**Michelle Campbell**

**Students’ Union Office Manager**

**St. George’s Students’ Union,**

**2nd Floor Hunter Wing,**

**St. George’s University of London,**

**Cranmer Terrace,**

**Tooting,**

**SW17 0RE**

**Phone: 020 8725 0562**

**Email:** **mcampbel@sgul.ac.uk**

If you have not received confirmation of you booking within 2 working days, please contact Michelle Campbell. Once your booking has been accepted, SGSU will issue your organisation with a booking confirmation and further details regarding the Freshers’ Fayre.



**St. George’s Students’ Union – Freshers 2017 Booking Terms & Conditions**

By submitting a booking form to SGSU, you confirm that you have read, understood and agree to the following terms and conditions:

**Booking and Payment**

1. The full sum is payable on receipt of an invoice from SGSU, which will be issued once a completed booking form has been received. Your advertising request will not be completed until full payment is received by SGSU.
2. Receipt of payment by SGSU acts as confirmation that your marked options are confirmed.
3. All artwork, or designs, must be received in the required format, by the deadlines outlined in the SGSU Advertising Pack.
4. If your organisation fails to submit artwork or designs by the stated deadlines, SGSU reserves the right not to provide a refund.
5. If your organisation opts to pay for storage, but does not take up this option, the fee is non-refundable.
6. If SGSU fails to fulfil its commitment to your organisation, SGSU will refund your payment in full for incomplete options that your organisation requested.
7. Agencies booking stalls on behalf of a client are responsible for passing on all relevant information, including these Terms & Conditions, to the appropriate person. SGSU will not be held responsible for the failure of an agency to supply the correct details.

**Delivery of Goods and Parking**

1. Company or private vehicles will be allowed to unload and load goods in the marked spaces at the Cranmer Terrace entrance on each day of the Fayre, for no longer than 15 minutes each time (more parking information will be supplied upon confirmation of payment).
2. For organisations that have purchased storage, delivery of items by a third party is permitted between 09:00 and 17:00 up to five working days before the 30th August and/or 19th September addressed to the above contact details.

**Stallholders and Stalls**

1. Only four representatives are permitted per stall. There are no exceptions to this. Additional representatives above the allocated number per stall will not be granted access to the Fayre.
2. Any stands that are larger than the designated stall space agreed on the booking form will be refused. Please note this may incur an additional cost above the stated stall prices.
3. Every stall comes with a table and two chairs. If you do not require these facilities, please notify SGSU by Friday, 26th August and/or 16th September 2017.
4. If bringing your own stall structure, you are responsible for setting up and taking down the stall. Setting up time is 09:00–10:00; taking down time is 14:00–15:00 on each day of the Fayre.

**Distribution & Storage of Materials**

1. Flyering is only allowed at individual stalls. At no time may you flyer or distribute items in any other part of the Freshers’ Fayre, St George’s Students’ Union, St George’s University or St George’s Trust buildings.
2. Materials handed out at the Fayre must relate specifically to your organisation. Sharing of stalls or distributing materials not directly related to your organisation is not permitted and could result in expulsion.
3. All materials utilised on your stand (including boxes, papers and give-aways) must be cleared from Freshers’ Fayre no later than 15:00 on the 30th August and/or 19th September. Any items left after the Fayre finishes are not the responsibility of SGSU and may be discarded during the clean-up.
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 Fayre is available and will be supplied on a first come, first served basis.