



**BOOKING FORM**



## JOB DAY STALL - BOOKING FORM

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COMPANY NAME:

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BUSINESS TYPE:

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ADDRESS:

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POSTCODE:

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TELEPHONE:

EMAIL:

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CONTACT:

POSITION:

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## JOB DAY STALL - REQUIREMENTS

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Will you require meeting room to conduct interviews, assessment centres? If so please indicate preferred room capacity and timings?

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Will you require access to 13amp power supply?   YES   |   NO

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### JOB OPPORTUNITIES:

Please provide us with some information on the job opportunities you wish to advertise at our Job Day. Please clearly state the job title(s) and expected salary for each vacancy you wish to recruit for:



## JOB DAY STALL - TERMS AND CONDITIONS

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1. Full payment for the marketing activity must be paid in full no later than 27/01/2017. All bookings made after this date must be paid for in full at the time of booking. Failure to make payment will result in your booking being cancelled without further notice and the University of Manchester Students' Union shall in no way be liable for any costs incurred resulting from the cancellation.
2. All activity cancelled between the dates 26/01/2017 to 27/01/2017 will be charged at 50% of total amount payable. Marketing activity cancelled after 30/01/2017 will be charged the full amount payable.
3. All Stall packages prices include a 3m by 2m space, one 6ft by 2.5ft trestle table, two chairs and up to a maximum of four exhibitor passes within a 3m by 2m stall space.
4. Exhibitors must keep their stalls, displays, stock and activities within the space allocated to their stall.
5. Exhibitors must not stick anything to walls or windows.
6. Stalls are non transferable. The content of a stall must not be substantially different to that indicated by the name of the stall on the original booking form.
7. All goods and services must comply with the Trade and Descriptions Act. Any that don't will be reported to the relevant authorities.
8. Exhibitors and their staff are only permitted to flyer/ conduct marketing activity in their designated stall space unless otherwise permitted.
9. Exhibitors and their staff/representatives attending the Student Job Day will at all times; behave in a responsible manner whilst on the University Campus, not inconvenience in any way either the organisers of the Student Job Day or other exhibitors, comply with the constitution of the University of Manchester Students' Union (copies available on request). Failure to do so may result in removal from part or all of your Student Job Day activity without prior notice or recompense.
10. Exhibitors and their staff/representatives must conform to the accepted safety standards of the day. All equipment must conform to the relevant legislation, regulations, British or EEC standards as appropriate.
11. All exhibitors are responsible for completing their own Risk Assessment for their planned activity at the Student Job Day which must be submitted no later than 27/01/2017.
12. Exhibitors are required to provide information on all displays involving moving equipment before the University of Manchester will accept your booking. Failure to provide such information may result in the non-use of the equipment for the duration of the Welcome Fair.
13. Any displays involving moving equipment must not at any time be left unsupervised.
14. All off-loading and loading will be carried out by the exhibitor and not by staff of University of Manchester Students' Union.
15. Exhibitors will be given access to the campus to off-load exhibits, once this has been done you must remove your vehicle to one of the public car parks.
16. Gangways in the Student Job Day will be constructed to be no less than 2 metres wide. These gangways along with passage-ways, stairways and fire exits must be kept clear of any obstructions and will be clearly marked. Additional direction and information signs may be required for complex layouts, these will be provided by the University of Manchester Students' Union.
17. All electrical fittings, wiring and appliances must be constructed and maintained in safe condition. Particular attention must be paid to temporary wiring and the need not to overload electrical sockets. All exhibitor electrical equipment must have appropriate PAT testing certification.



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18. The use of compressed gas cylinders (e.g. CO2 or LPG) or of other explosive or highly inflammable substances is not permitted.
19. Loose packaging must be removed once exhibition stands have been assembled. The packaging must be deposited in the designated area notified on the day. We encourage all exhibitors to recycle where possible. Recycling facilities will be made available for exhibitors.
20. Exhibitors should make sure that all exhibition materials such as fabric panels and exhibition stands are manufactured from fire retardant materials or have been treated so as to provide a fire retardant surface finish.
21. The University of Manchester Students' Union operates a strict no smoking policy in all its buildings and venues. This policy includes the use of electronic cigarettes.
22. Exhibitors must also indemnify the University of Manchester Students' Union of all costs, claims and liabilities sustained by any persons or to any property as a result of their actions.
23. The University of Manchester Students' Union cannot accept advance deliveries of items for Student Job Day exhibitors.
24. The playing of music or use of amplified sound equipment of any kind is not allowed.
25. The distribution or consumption of alcohol is not allowed.
26. The distribution or use of stickers is not allowed.
27. Exhibitors are required to abide by the provisions of Data Protection Act 1998. In addition, any exhibitor collecting personal data must ensure that the student supplying the data is fully aware of the purposes for which the data is being granted.
28. Exhibitors exhibit entirely at their own risk, the University of Manchester Students' Union will not accept responsibility for any losses or damage to persons or property which may occur. Insurance against such contingencies is recommended.
29. Exhibition organisers are responsible for ensuring that all delegates / exhibitors are clearly briefed and understand both the Codes of Practice and the Fire Procedures document. A copy of the appropriate Fire Evacuation Procedures will be issued to each exhibitor as part of their registration pack.
30. Failure to comply with any part or parts of the Terms & Conditions of Booking will result in the removal of permission to exhibit. The University of Manchester Students' Union will not refund any payments under these circumstances.
31. Exhibitors may set up from 10am (1 hour before the event starts) and must vacate with all equipment removed by 5pm (1 hour after the event ends).



## JOB DAY STALL - BOOKING FORM

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By filling out this form, you are requesting a stall at the University of Manchester Students' Union 'Job Day', which will take place on Wednesday 8th February 2017. There is a charge of £50 (+VAT) per stall. This fee is waived if you are a University of Manchester department.

All stall booking requests must be approved by our Executive Team before we are able to confirm and allocate stalls. Confirmation of your booking will be sent to you as soon as your application has been approved and not later than Monday 18th January.

All businesses must operate in accordance with the University of Manchester Students' Union Sustainable and Ethical Business declaration. Businesses must agree that their role at the fair is to recruit, and will not in anyway be advertising their business for commercial reasons.

*By signing you are agreeing to the above terms.*

NAME:

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SIGNATURE:

DATE:

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SUBMIT FORM



CLEAR FORM

