

University of Canberra 0 Week and Week 1 stalls

Join us during 0 week at the University of Canberra for access to 8,000 new and returning students at some of our biggest Market Days for the year!

These days provide the perfect opportunity to reach out to the 18 - 25 age bracket and share information and build awareness.



Booking Information - Not For Profit

Company Name:

ABN:

Contact Person:

Postal Address:

Telephone:

Mobile:

Fax:

Email:

Public Liability Number:

Stall Summary:

I have read and agree to the terms and conditions on page 3 and 4 of this document and have attached a copy of our Public Liability Certificate of Currency.

Company Name:

Signature of Partner:

Date:

Please fax form with a copy of your certificate of currency to UCU Activities Officer on (02) 6201 5731 or email a scanned copy through to brett.east@canberra.edu.au

The following is requested:

- 1 Table and 2 Chairs - No Cost
- Additional Chairs (\$5 each)
- Additional Tables (\$10 each)
- Marquee - \$40 Own Marquee
- Powered Site (limited)

Other equipment is available upon request at a per unit cost. Please contact the Activities Officer should you require more information.

Please write the number of items you require next to additional chairs and tables.

For the following date(s):

- Wednesday 1st Feb - 0 week
- Thursday 2nd Feb - 0 week
- Wednesday 8th Feb - Week 1

Terms and Conditions

Public Liability Insurance

Public Liability Insurance is compulsory for every stallholder including faculty and students. Public Liability insurance must be at a minimum of \$20 million. The University of Canberra and UC Life will not cover stallholders under their Public Liability policies. A copy of your certificate of currency must be included in your Stall Application to participate in UC Life Market Days.

Price

As a Not-For-Profit stall, you will be provided with a space on the concourse, 1 table and 2 chairs. Any additional equipment will be charged on a per unit basis. Your space will most likely be 2m x 2m, unless you have requested a marquee or you supply your own.

Chairs - \$5 each
Tables - \$10 each
Marquee - \$40 each

Payment

Payments will be collected on the day of the stall in cash.

If you require an invoice, please inform the Activities Officer at least a week prior to the date of the stall. Invoices will be issued by UCU Ltd.

Enquiries

Brett East
UC Life Activities Officer
Building 4, Level A, Room 7
Phone: 02 6206 8647
Email: brett.east@canberra.edu.au

Stall Infrastructure

All stall infrastructure requirements must be complied with.

(a) All walkways, thoroughfares and building entrances must be kept clear at all times and retailers must cooperate with the organisers in ensuring this is maintained.

(b) All Stallholders must ensure their portable shades or gazebos are secure and weighted down in windy conditions.

(c) If you have requested a powered site, bring tested and tagged power leads ONLY.

(d) No tables or infrastructure may be stored at the university.

(e) Limited marquees (3m x 3m) are available for hire from UC Life at a cost of \$40.00 a day including set up and pack down.

(f) If you are hiring a UC Life marquee you must adhere to the following conditions:

- The marquee is not to have anything hung from it without the pre-approval of the Activities Officer.
- The marquee may have appropriately sized banners advertising the name or type of stall hung from it and only at the pre-approval of the Activities Officer.
- Marquee use must not interfere with adjoining stall spaces.

Attendance

No refunds will be given for non-attendance.

Should you be unable to attend one week please contact the Activities Officer at your first available convenience so that arrangements may be made to fill your space. Continued non-attendance or non-attendance without warning may result in your stall not being offered a space at UC Life Market Days. The space allocated to you by the Activities Officer is non-negotiable, unless organised ahead of time and with good reason.

Location

Fixed stallholders- Stalls have allocated positions and stallholders must **stay within** their allocated spaces. Stalls must limit their encroachment on walkways as much as possible.

Roaming stallholders- Roaming advertisers are permitted to move around the areas of the UC Concourse, the UC Refectory and the lower level of the UC Hub. They **are not** permitted to enter into other campus buildings or businesses. If roaming advertisers need a space to store any equipment or product, they are required to purchase the space at an additional cost. If you wish to have a stall in addition to roaming advertising, you may purchase the space at an additional cost.

Security Requests

Please politely observe any direction given by UC Security. UC Life falls under the UC Security rules and regulations. Stallholders must comply with all Security requests. If you believe that a request made by UC security is unreasonable, please carry out their request as best you can and speak to the Activities Officer about your concerns.

University safety signs must be visible to pedestrians as well as all other UC signage, including but not limited to maps, building names and UC Life run shop or lessees' advertising.

Trading Hours

Market trading hours from 9am til 4pm.

Set up access: from 8am til 9am.

If you need to start late or leave early, please contact the Activities Officer well in advance of the day, so they can assist you in arranging this.

No Offensive Goods

As organisers of the market, UC Life reserves the right to request the removal of articles, pictures, signs, printed matter or anything/item it considers offensive or not appropriate for display. Failure to do this may result in the withdrawal of your stall. All items for sale must be pre-approved by UC Life.

No Use of Amplifiers

No use of loudspeakers or amplification is permitted. Stallholders found to be using amplified advertising and promoting of any market product or verbal promotions of any kind will be asked to remove their stall from the market place.

Bad Weather Policy

Stall fees are not refundable. No credits or refunds are issued in the case of bad weather. UC Life Market Days will trade in all weather conditions. Please do not apply for a stall unless you are prepared to take the risk on weather.

Parking

All stallholder vehicles must park in a legal parking area – no vehicle is allowed to park on the concourse. If you require vehicle access please contact the Activities Officer.

Cleaning

The area must be left in a clean and tidy manner. Stallholders are responsible for their own area. All equipment is to be left as it was found.

Withdrawal of Stall

The Activities Officer may withdraw a stall if, in their opinion, they are satisfied that the stallholder has breached any of the operating policies and rules. Upon the withdrawal of a stall, the stallholder must immediately vacate the site and remove all belongings. If not so removed, the Activities Officer has the authority and the irrevocable permission of the stallholder to remove and place in storage the stallholder's belongings from the site at the cost of the stallholder. The stallholder shall indemnify the Activities Officer for the cost of removal.

Non-acceptance of a Stall

UC Life reserves the right not to allow any stall permission to set up during a UC Life Market Day, without the need to produce a verbal or written reason.

Indemnity

By signing the stall application form you agree to indemnify UC Life, its employees and the University of Canberra from all legal liability whatsoever if a person or persons is injured as a consequence of any negligent, reckless or improper action or lack of action by you concerning any matter to do with your stall.

Summary Notice

Stallholders who do not abide by these operating policies or demonstrate abusive, uncooperative or impolite behaviour will be permanently excluded from UC Life Market Days at the discretion of the Activities Officer. UC Life is solely responsible for the running of UC Life Market Days while they are operating.