



## **Queen's Students' Union Foyer Stallholder Regulations**

### Entry / Loading Area/ Parking

- Stallholders should deliver equipment to Student's Union, 3 Elmwood Avenue, Belfast BT9 6AZ
- Unload equipment from the van to the SU and check in at Reception. If required, emergency contact is 028 90 97 3726 SU Reception
- Parking is the responsibility of the stallholder and cannot be facilitated by QUBSU

### **Stallholder Regulations**

1. Stall bookings will be confirmed upon receipt of a completed booking form and receipt of payment. Access will not be granted without a confirmed booking
2. Stalls are allocated on a 'first come, first served' basis
3. Queen's Students' Union will allocate stalls as necessary. Every effort will be made to consider the requirements of all Stallholders
4. Cancellations are non-refundable
5. Stallholders can book stalls at the below times:
  - Half Day: 9am - 1pm
  - Whole Day: 8.30am – 5pm
  - Peak Hours: 12pm – 2pm
6. Each Stallholder will be supplied with:
  - One Stall
  - Two Chairs
7. Exhibition materials are welcomed within your designated work area. If you wish to bring your own portable stand you can. For any other large stands or machinery, permission is required from the Operations Manager at the time of booking
  - Standard stall (1.5m x 1.5m)
8. Your work boundaries will be clearly marked and you may not exceed this area
9. A total of 2 individuals are permitted per stall at any one time. You must ensure that your stall is open and staffed at all times



10. Stallholders are not permitted to set up or hand out flyers in any other areas of Queen's Students' Union or outside the venue, without prior, explicit permission from the Operations Manager at the time of booking. Stallholders are only permitted to set up their stall and hand out flyers in the work boundary provided by Queen's Students' Union
11. Stallholders are not permitted to attach promotional materials to any part of Queen's Students' Union building, fabric or furniture. Stallholders are responsible for any damage caused. This includes the stairwells, corridors and main foyer area. No group is allowed to hang material from the roof or any part of the Students' Union

#### **Housekeeping Arrangements**

8. Stallholders are expected to contribute to maintaining a high standard of housekeeping within the Students' Union. The stall must be located in an authorised safe location. Any promotional or display materials and equipment must not be displayed in such a way that they interfere with other stalls or obstruct access routes or emergency exits. You must ensure that there is ample area for visitors to pass by your stall without disruption, especially disabled persons and other visitors with special requirements. Stallholders must not stack or overload shelves, tables and stalls unsafely
9. Rubbish **MUST** be separated out and disposed of following the Students' Union recycling procedures in the external bins provided in the Goods In Yard
10. Stallholders are responsible for keeping the floor dry (any spills by visitors or stallholders at the stand must be mopped up immediately and the Reception advised) and the area must be kept clean and in an attractive manner throughout the exhibit/promotion and left in good order. If this is not done in a satisfactory manner, the Stallholder may be charged for the cleaning of the area
12. Stallholders distributing free samples of food or beverages, agreed in advance with the Operations Manager at the time of booking, must not supply open samples. All samples of this nature must be sealed and individually wrapped for hygiene reasons
11. Stalls may not be sub-let, and are subject to one business / company / venue per stall (unless otherwise agreed with the Operations Manager at the time of booking)
12. Stallholders must not distribute any material or products from their stall on behalf of other companies or businesses. You may only distribute your own promotional material and / or products
13. No Stallholder is permitted to sell products during the event unless agreed with the Operations Manager at the time of booking
14. No Stallholder is permitted to sell tickets to an event held outside the Union unless agreed with the Marketing Manager in advance at the time of booking
15. Stallholders must advise the Operations Manager if they are running a competition at the stall and all details, including terms and conditions at the time of booking. Any prohibited items must not be offered as a prize (Please note the list of prohibited items as stipulated below)



16. The Students' Union is prohibited from supporting groups which advocate, incite or perpetrate, or providing a platform to advocate the incitement or perpetration of violence against groups or individuals on the grounds of ethnicity, religion, culture, sex or sexual orientation. Therefore any materials deemed to be inappropriate or offensive will be removed and may result in stalls being closed down
17. No club, bar or nightclub promoters (or Stallholders wearing external club / bar or nightclub promotional clothing) will be allowed to enter the Students' Union. Promotional materials for such businesses are expressly prohibited
18. Any products which fall under CoSHH (Control of Substances Hazardous to Health) legislation will require a submission of a safety data sheet. The Students' Union will decide if CoSHH products can be brought onto the premises and if a CoSHH Risk Assessment must be completed. Stallholders must advise Queen's Students' Union if they intend to have any CoSHH products at the Fair, with all details, at the time of booking

Queen's Students' Union reserves the right to use its discretion and remove any materials intended for distribution, or to prevent any activity, which in the view of the Queen's Students' Union are in contravention of these Regulations, at any time

#### **Minors**

No minors, accompanied or otherwise, are permitted as Stallholders (under the age of eighteen)

#### **Data Protection**

All Stallholders must adhere to Data Protection Legislation. In the event that you are collecting student contact details, you must ensure that such data is secured at all times. All data must be collected each night and safely locked away by the Stallholders. You are forbidden to publish, in any way whatsoever, private information about individuals that has been collected in Queen's Students' Union, in accordance with Data Protection Legislation

#### **Accidents**

All accidents, incidents, near-misses and dangerous occurrences must be reported to the Operations Manager. An Accident Report Form must be completed and supplied to the Operations Manager. Accident Report Forms will be made available at Reception. Please also notify the Operations Manager of any damage to property

#### **First Aid Treatment**

If first aid treatment is required, please contact Reception immediately

#### **Hospital**

The nearest Accident and Emergency Unit is at the Royal Victoria Hospital. If an ambulance is required, please call 999 and let the Students' Union Reception know immediately

#### **General Health and Safety**

Queen's Students' Union Health and Safety Rules are available on request from the Operations Manager and are outlined in brief within the Regulations:

- All electrical equipment must have passed an annual Portable Appliance Test (PAT) and must conform to T&Cs Stallholders Sept 18



#### Electricity at Work Regulations

- There must be no trip hazards in the stall area, including wires and cables
- If you are using weights to secure your stand, these must not be secured safely and not removed
- All safety issues or hazards must be reported to the Operations Manager
- Any changes to the goods on display must be approved by the Operations Manager in advance

#### Prohibited Items

This list is not exhaustive; you must comply with all statutory safety requirements:

*Tobacco/E-cigarettes*

*Aerosol sprays*

*Stickers*

*Open flames*

*Unwrapped foods*

*Alcohol*

*Guns, knives, swords or any weapons, fake or otherwise*

*Amplified sound/music (unless otherwise agreed with the Marketing Manager at the time of booking)*

*Promotional material/tickets/vouchers etc for other clubs, bars or nightclubs*

*Balloons*

#### Site Safety

It is a condition of access to Queen's Students' Union that you comply with all signs and written or verbal instructions, which are designed to safeguard your own personal safety and the safety of others. You are required to conduct yourself in an orderly manner and carry out your work on site safely and with regard to your own health and safety and that of all others who may be affected by your work. **If you see any process, practice, hazard or equipment that you consider to be unsafe, such as uneven floor surfaces, water leaks/wet floors, damaged furniture, and trailing cables, please report this to the Operations Manager immediately**

#### Fire Evacuation

All stallholders must observe the fire evacuation procedures and the position of all fire equipment and exit routes. Stallholders are required to co-operate with Queen's Students' Union stewards at all times. In the case of an evacuation, do not attempt to remove items from your stall but follow the directions of event staff to the nearest safe exit route.

#### REMEMBER!

Should you need assistance the internal emergency telephone number is 2222

#### Available Documents

The following documents are available on request from the Operations Manager:

- Fire and Evacuation Procedure
- Health and Safety Rules / Policy
- Event Risk Assessment
- Third Party Catering Supplier List