

Please use this form to confirm media sales as described. Completed forms should be returned via email to mediasales@hertfordshire.su or by post to: Sales Coordinator, Hertfordshire Students' Union, College lane Campus, Hatfield, Hertfordshire, AL10 9AB.

If you have any questions or queries please contact our team on 01707 285000, or email mediasales@hertfordshire.su

Customer Details	
Contact name:	Position:
Company name:	
Company address:	
Post code:	
Telephone:	Email:

Please tick the types of media you are booking

Freshers Week

Freshers Fair

- Freshers' Fair stall hire
- Welcome Bag insert
- Wall Planner advert

Publications

- Universe
- BlueMoon

On Campus

- Stall hire
- Flyers/leaflets
- Posters
- Table Vinyls

Online

- Solus email
- Facebook/twitter post

Other (please outline below)

Year Round Opportunities

Publications

- Universe
- BlueMoon

On Campus

- Stall hire
- Flyers/Leaflets
- Posters
- Table Vinyls

Online

- Solus Email
- Facebook/twitter post
- Website banner advert
- Email advert

Other (please outline below)

Please provide a description of the promotion/advertising campaign activity (please be specific and include any special instructions/ additional information).

Invoicing details (if different from previous contact details)

Contact name:	Position:
Company name:	
Company address:	
Post code:	
Telephone:	Email:

I have read and agree to the terms and conditions stated overleaf

Full name (please print):	
Job title:	
Signature:	Date:

SUBTOTAL	VAT	TOTAL	
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TERMS AND CONDITIONS

By submitting a booking form to Hertfordshire Students' Union you are indicating that you have read, understood and agree to the following terms and conditions:

1. General

As a Students' Union, Hertfordshire Students' Union have policies that do not allow the promotion of certain products, services and companies.

- 1.1 Hertfordshire Students' Union reserves the right to refuse distribution of any material we deem unsuitable.
- 1.2 A media booking does not constitute an endorsement by Hertfordshire Students' Union and any promotional material should not suggest such support.
- 1.3 If you unsure about your promotion please send a copy of the material or an outline of your promotion to the Sales Coordinator, Hertfordshire Students' Union, College Lane, Hatfield, Hertfordshire, AL10 9AB.
- 1.4 In the event that we refuse distribution of any material, no refunds will be given.
- 1.5 There is limited parking available on site. No parking permits will be issued by Hertfordshire Students' Union. There are 30 minute unloading bays located outside the Hutton building and The Forum building, should you need to use these. Please park in play and display parking onsite.

2. Booking

- 2.1 Receipt of completed booking forms does not constitute a booking until full payment has been made. Your stall is not reserved until payment is complete.
- 2.2 Agencies booking stalls on behalf of a client are responsible for passing on all relevant information, including these Terms & Conditions, to the appropriate person and Hertfordshire Students' Union will not be held responsible for the failure of an agency to supply the correct details.

3. Payment

- 3.1 All orders must be paid in full on receipt of invoice. Details of how payment should be made are provided on the invoice.

4. Cancellations

- 4.1 All cancellations must be in writing to the Sales Coordinator, Hertfordshire Students' Union, College Lane, Hatfield, Hertfordshire, AL10 9AB.
- 4.2 Where a cancellation is made less than 14 days prior to the publication or event date, 50% of the agreed fee is chargeable.
- 4.3 Where a cancellation is made less than 10 days prior to the publication or event date, 75% of the agreed fee is chargeable.
- 4.4 Where a cancellation is made less than 7 days prior to the publication or event date, 100% of the agreed fee is chargeable.
- 4.5 If you fail to attend or supply your materials for distribution you will not be subject to a refund.

5. Liability

- 5.1 In the event that for any reason Hertfordshire Student's Union shall cancel all or part of a publication or event or be unable to perform their obligation under this agreement the liability of Hertfordshire Students' Union, shall be limited to the refund of any payments made by the exhibitor to Hertfordshire Students' Union under this agreement.

6. Indemnity

- 6.1 You shall indemnify Hertfordshire Student's Union against any loss, actions, costs, claims, demands, expenses and liabilities whatsoever (if any) which we may incur at common law or by statute in respect of person injury or to death of any person or in respect of any loss or destruction of or damage to property (other than as a result of any default or neglect of ourselves or of any person whom we are responsible) which shall have occurred in connection with any work executed by you under this contract.

7. Signatory

- 7.1 Where a signatory does not have the necessary authority to make purchase orders and has signed this order Hertfordshire

Student's Union reserves the right to pursue any claim for outstanding monies from the signatory themselves.

8. Adverts and Advertising

- 8.1 Hertfordshire Students' Union reserves the right to refuse unsuitable materials.
- 8.2 Hertfordshire Students' Union does not accept any responsibility for any loss or damage resulting from error, late publication, non-publication or failure of any cause whatsoever.
- 8.3 Advertisers must warrant that the information in their entry(ies) is accurate and not a breach of the Trade Descriptions Act (1968) or any subsequent Act.
- 8.4 Hertfordshire Students' Union does not accept any responsibility for inaccurate or misleading information.
- 8.5 Corrections and changes must always be confirmed in writing by the agreed deadline.

9. Onsite Stalls

- 9.1 Every stall comes with 2 tables and 2 chairs in a 2m x 2m space.
- 9.2 Power can be provided upon request.
- 9.3 'The Cloud' wifi is available across campus if you require internet access.
- 9.4 You must set up in the section(s) assigned by Hertfordshire Students' Union. On the day you may be required to move to an alternative location.
- 9.5 Any electrical equipment must be PAT tested and have a certificate to prove compliance. A copy of the certificate must be presented on request on the day.
- 9.6 Exhibitors must adhere to all health and safety instructions issued either before or during the event.
- 9.7 Exhibitors must provide their own risk assessment a minimum of 2 weeks in advance of the booking where required to do so by Hertfordshire Students' Union. A permit to work may be required in certain circumstances. We will notify you if this is the case upon receipt of your risk assessment.

10. Freshers' Fair

- 10.1 If you wish to provide your own back board please ensure that it is no bigger than 6ft by 2ft.
- 10.2 Each booking is expected to represent one trading name, operating from one location. Joint stalls are not permitted. Exhibitors may only use their stall to exhibit their own products/services and promotions and not those of any third party e.g. third party produced discount vouchers, or flyers. Hertfordshire Students' Union reserves the right to remove any material/organisations not adhering to these terms and conditions.
- 10.3 A maximum of 4 persons are permitted to occupy a stall – anymore will be asked to leave.
- 10.4 Exhibitors are required to comply with the Data Protection Act in relation to any data collected or obtained at the Freshers' Fair.
- 10.5 Exhibitors are responsible at all times for the safety and security of their property. Hertfordshire Students' Union will accept no responsibility for the delivery, theft or loss of any goods at the Freshers' Fair.
- 10.6 Any electrical equipment must be PAT tested and have a certificate to prove compliance. A copy of the certificate must be presented on request on the day.
- 10.7 Any exhibitor planning on giving away food or drink must inform Hertfordshire Students' Union prior to the event.
- 10.8 All Freshers' Fair stalls must be paid for prior to the event. If it is not, Hertfordshire Students' Union reserve the right to turn away the exhibitor on the day.
- 10.9 Our decision is final. Failure to comply with these terms will result in your eviction from Freshers' Fair and University premises.
11. The Law
- 11.1 This contract shall be subject to English law and the jurisdiction of the English Courts.