

Oxford SU Freshers' Fair Stallholder Regulations 2026

As a stallholder at Oxford SU Freshers' Fair 2026 you agree to abide by the Stallholder Regulations set out below. **Please ensure that you read these carefully.**

If you have questions regarding the interpretation of this document, please contact the Fair organisers at fair@oxfordsu.ox.ac.uk.

STALLHOLDER REGULATIONS

The full text of the regulations agreed to by all Oxford University registered and non registered student clubs, groups and society stallholders:

1. Set-up for the event will be on **Tuesday the 6th of October ONLY, between 9am – 4pm.** You will not be permitted to set up your stall on the day of the event. If your stall is not set up by 4pm on the 6th of October, your stall will be removed and no refund will be issued.
2. Each stall will be allocated 2 stallholder lanyards. These lanyards must be worn at all times throughout the fair.
3. The number of stallholders permitted per stall is:
 - 1 table – 2 stallholders
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If you have a single stall, we strongly advise that you only have 1 stallholder behind your stall at a time as the tables are very small (0.75m (w) x 0.45m (d) x 0.75m (h)). You are not permitted to have additional stallholders behind or in front of your stall during the event.

4. Only Oxford University student members are permitted to work behind a student club or society stall. All individuals entering the Exam Schools will be asked to show a valid student BOD card.
5. Stallholders may only use the tables that have been allocated to them. You are not permitted to move your tables.
6. The following are prohibited on student stalls:
 - Smoking/vaping
 - Alcohol
 - Aerosol sprays
 - Mains-powered equipment (you can bring a laptop, but it must run on battery power. There are no facilities to plug into a power outlet).
 - Balloons
 - Guns, knives, swords, or any weapons, fake or otherwise
 - Food and drink for distribution. Small, wrapped sweets are fine, but dietary information **must** be displayed.
 - **Promotional materials that do not reflect the primary purpose of your society, club or student group including political or geo-political materials and notices.**

Oxford SU retains the right to remove any item which is not permitted or poses a hazard to Fair visitors. In the event of frequent infringements, you will be asked to leave the event and will not receive a refund for your stand.

7. You are not permitted to consume food behind your stall. Drinks are permitted, and you will find water fountains within the Exam Schools which can be used to refill bottles.
8. You must not attach anything to the building, fabric or furniture of Exam Schools, with the exception of your allocated tables and backboards. Stallholders are responsible for any damage caused.
9. You must not create any obstruction across floors, or projecting from under or over the tables. This applies to both the vicinity of your stall and to gangways/door. No obstructive exhibits are allowed, and any items causing a hazard will be removed.
10. Please be aware that there will be backboards behind all stalls and this is included in the stall cost. You are permitted to use the backboard space directly behind your stall. Please do not encroach onto the backboard space of neighbouring stalls as your materials will be removed. You must only use the velcro fastening attachments provided on the backing boards.
11. Leaflets and other materials may only be distributed directly from your stall. Leafleting in front of stalls, in gangways, stairways or outside the Exam Schools is prohibited.
12. Stallholders are expected to adhere to the Freshers' Fair Sustainability Policy which you can find at the end of this document.
13. Stallholders are not permitted to use their stall for the promotion of a third party or third-party activity. No company merchandising can be handed out during the Fair, but the use of sponsors' logos on your own literature/materials is permitted.
14. Your stall must reflect your society's purpose - stalls must not be used for any purpose which does not relate directly to your club or society's objectives. Stalls cannot be shared by more than one club or society.
15. Stalls must be used for bona-fide purposes only, such as encouraging membership and/or involvement in your club or society and must provide accurate and truthful information about your organisation, products, and services to fair attendees.
16. Our Fresher's Fairs have always been an example of inter-student respect, empathy and kindness. We expect this behaviour from all our stallholders and attendees as per our Members [Code of Conduct](#). Any individual who displays violence, intimidation or bullying towards Oxford SU staff, stallholders or attendees, will be asked to leave the Fair immediately. This will be at the discretion of Oxford SU and will be final.
17. All student stallholders and attendees of the Fair are expected to abide by the University of Oxford conduct regulations, including the Code of Discipline, which can be found [here](#).
18. Any student group or stall which incites or perpetrates – or provides a platform to advocates of the incitement or perpetration of – violence against groups or individuals on the grounds of any protected characteristic outlined in the Equality Act 2010, will be asked

to leave the Fair immediately. This decision will be taken at the discretion of Oxford SU and will be final.

19. Oxford SU reserves the right to remove and dispose of any materials intended for distribution which are in contravention of Regulation 15.
20. Stallholders and attendees are not permitted to wear clothing which carries offensive messaging and will be asked to leave the Fair immediately.
21. You are forbidden to distribute, leave unattended or publish private information about individuals who have signed up to your club or society, in accordance with the Data Protection Act 1998 and GDPR 2018. Student sign-ups must be taken on a digital device – paper sign-up sheets are prohibited and will be disposed of.
22. Stallholders are required to cooperate at all times with the Exam Schools Staff and Oxford SU Staff and Stewards and to follow any instructions given by them. Stewards are there to ensure the safe and effective running of the Fair.
23. In the event of over-subscription at the time of receipt of your application, Oxford SU reserves the right to reduce the number of stalls allocated to Clubs and Societies. If this occurs, a refund of the difference of the cost will be issued.
24. In case of breach of any of the Stallholder Regulations, Oxford SU reserves the right to:
(i) retain part or all of a Club or Society's stall fee; and/or (ii) expel any Club/Society from the Fair. Any matters relating to the University of Oxford conduct regulations will be referred to the Proctors' office.
25. Oxford SU reserves the right to make additions or amendments to these regulations before the fair takes place. Any changes will be communicated with Stallholders in the Stallholder Information Pack.