

## Oxford SU Freshers' Fair Stallholder Regulations 2023

As a stallholder at Oxford SU Freshers' Fair 2023 you agree to abide by the Stallholder Regulations set out below. Please ensure that you have read and understood them, as you will be asked to confirm this during the set-up process.

If you have questions regarding the interpretation of this document, please contact the Fair organisers as soon as possible at [fair@oxfordsu.ox.ac.uk](mailto:fair@oxfordsu.ox.ac.uk).

The Societies and Clubs section of the Fair is for Student Societies and Clubs only. A Student Club or Society is an organisation run by Oxford students for Oxford students, should have a constitution and committee structure, and should not be a registered company or for-profit. Student organisations outside this description may only exhibit at the Fair if they have received written permission from Oxford SU.

### Stallholder Regulations

The full text of the regulations agreed to by all Student Stall holders:

1. On arrival for set-up, please find a member of the Oxford SU site team who will show you to your stall location and give you your stallholder wristbands. These must be worn at all times throughout the fair and will allow you to get past security, avoid the guest queues when entering and exiting the event site, and allow entry before the fair opens on the live show days.
2. The number of Stallholders permitted per stall is:
  - 1 table – 2 stallholders
  - 2 tables – 2 stallholders

If you have a single stall, we would 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)).

If you are found to have additional stallholders behind or in front of your stall during the event, they will be asked to leave the Fair.
3. Stallholders may only use the tables that have been allocated to them. The tables must not be moved.
4. The following are prohibited in the Exam Schools:
  - Smoking
  - 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

- Music
- Guns, knives, swords, or any weapons, fake or otherwise
- You may not distribute food items to visitors, but small wrapped sweets are fine.

Oxford SU retains the right to confiscate any item which in its view poses a hazard to Fair visitors. Any such items can be reclaimed at the end of the Fair from the Stallholder Reception.

5. 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.
6. You must not attach anything to the building, fabric or furniture of Exam Schools, with the exception of the allocated tables and backboards. Stallholders are responsible for any damage caused.
7. 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.
8. 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 may be removed by Oxford SU staff.
9. Leaflets and other materials may only be distributed directly from the stall. Leafleting in front of stalls, gangways, stairways or outside the Exam Schools is strictly prohibited.
10. Stallholders are expected to adhere to the Freshers' Fair Sustainability Policy which you can find at the end of this document.
11. Stallholders are not permitted to allow their stall to be used for the promotion of a third party or third-party activity. No company merchandising can be handed out during the Fair. Use of sponsors' logos on your own literature/materials is permitted.
12. Stalls must be used for bona-fide purposes only, such as encouraging membership and/or involvement in your club or society.
13. Stall holders must provide accurate and truthful information about your organisation, products, and services to fair attendees.
14. Our Fresher's Fairs have always been an example of inter-student respect, empathy and kindness. We will expect this behaviour from all our stallholders and attendees. 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.

15. 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. This applies for the duration of the Fair.
16. Oxford SU reserves the right to remove any materials intended for distribution which are in contravention of Regulation 15, at any time. This applies for the duration of the Fair.
17. 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.
18. Stallholders are required to cooperate at all times with the Oxford SU Staff and Stewards and to follow any instructions given by them in regards to safety. Stewards are there to ensure the safe and effective running of the Fair.
19. 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.
20. 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 deposit; and/or (ii) expel any Club/Society from the Fair. Oxford SU may also refer any disputes to the Proctors' office.
21. 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.

## **Sustainability Policy for Freshers' Fair**

At Oxford Freshers' Fair we are committed to promoting sustainability and environmental responsibility among our stallholders and upholding high ethical standards and promoting a positive and inclusive environment for all attendees. We believe that every University or college society, campaign, organisation and business can play a crucial role in creating a more sustainable future.

Oxford SU recently received Excellent Standard in the Green Impact Student Union's Awards. We want to continue the fantastic work that has happened over the past year and grow our sustainability commitments across our projects and events.

All participating societies, organisations and businesses must adhere to the following environmental sustainability policy:

### **Waste reduction and recycling:**

- Minimise single-use plastics and paper flyers: stallholders are encouraged to use reusable and biodegradable materials for packaging, serving and promotion products. Avoid single-use plastic items or items that may be discarded once the Fair has finished. Avoid excessive paper usage.

*We encourage no single-use plastics and for paper flyers to be replaced by digital materials (e.g., QR codes, brochures).*

*In addition, multiple paper flyers should be replaced by one larger flyer with key information and links to further information via a QR code or website link.*

*Signups should be taken via a laptop, tablet or other electronic means rather than on paper sheets.*

- Responsible disposal: stallholders are responsible for ensuring that any waste generated at their stalls is disposed of properly, recycled where relevant, separate compostables, recyclables and general waste, and no items are left behind.

*We expect all stalls to leave no waste behind at the end of the fair, in addition to materials being disposed of either by recycling or compostable means or, where this is not possible, to be responsibly disposed of.*

*Stallholders are responsible for cleaning up their designated areas after the event and leaving the space in the same condition as they found it.*

- Energy and water conservation: minimise energy and water consumption where possible.

*Stallholders to bring reusable water bottles and utilise water re-fill points at the venue.*

### **Sustainable sourcing:**

- Local and fair-trade products: prioritise sourcing products locally and ethically, supporting fair trade practices whenever possible.

*Whenever possible source products and materials locally to support the Oxford community and reduce carbon emissions associated with long-distance material delivery.*

- Environmentally friendly merchandise: offer sustainable merchandise and products with minimal environmental impact, such as products made from recycled materials or eco-friendly alternatives.

*Avoid giving away promotional items that are likely to become single-use waste. Instead consider offering sustainable alternatives like reusable water bottles or tote bags.*

*Consider displaying information about your sustainability efforts at your stall to raise awareness among visitors.*

#### **Transportation and emissions:**

- Green transportation: we encourage using sustainable modes of transportation when coming to the fair.

*We encourage the use of public transport, cycling or walking to the event whenever feasible.*

*If driving is necessary, consider carpooling.*

By adhering to this sustainability policy, Oxford SU Freshers' Fair stallholders play a crucial role in advancing environmental stewardship and setting an example of sustainable practices for the student community.

We thank you for your commitment to creating a greener and more sustainable future. Together we can make a significant positive impact on our environment, Oxford's sustainability and continue to grow our SU's sustainability commitments.