

Oxford SU Freshers' Fair Stallholder Regulations 2024

As a stallholder at Oxford SU Freshers' Fair 2024 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.

The Clubs and Societies section of the Fair is for student run Clubs and Societies 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 organisation. If Oxford SU, on reviewing your booking, believe that you may not be a student Club or Society, we will ask for proof of your organisation's status.

Freshers Fair 2024 will be taking place on Wednesday the 9th and Thursday the 10th of October. You will be sent more information and detailed instructions regarding the set-up process closer to the time.

STALLHOLDER REGULATIONS

The full text of the regulations agreed to by all Oxford University student Club and Society stallholders:

1. Set-up for the event will be on **Tuesday the 8th of October ONLY, between 9am – 5pm**. You will not be permitted to set up your stall on the day of the event. If your stall is not set up by 5pm on the 8th of October, your stall will be removed and no refund will be issued.

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. You are not permitted to move your tables under any circumstances.

4. The following are prohibited in the Exam Schools:

- Smoking/vaping
- 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
- Food and drink for distribution. Small wrapped sweets are fine, but dietary information must be displayed.

Oxford SU retains the right to confiscate any item which is not permitted or poses a hazard to Fair visitors.

5. You are not permitted to consume food behind your stall. Water is 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 your 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, and any items causing a hazard will be removed and disposed of.
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 will be removed. You must only use the velcro fastening attachments provided on the backing boards.
9. 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 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 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.
12. 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.
13. 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. 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.

14. 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](#).
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.
16. Oxford SU reserves the right to remove and dispose of any materials intended for distribution which are in contravention of Regulation 15.
17. Stallholders and attendees are not permitted to wear clothing which carries offensive messaging and will be asked to leave the Fair immediately.
18. 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. We recommend that student sign-ups are taken on a digital device – any paper sign-up sheets which are left unattended, will be removed and disposed of.
19. Stallholders are required to cooperate at all times with the Oxford University 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.
20. 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.
21. 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.
22. 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.