



## CAMBRIDGE SU FRESHERS' FAIR

### GENERAL REGULATIONS

1. No alcohol will be permitted at the event. Cambridge SU will maintain the right to deny entry to the marquee to any person they suspect of being under the influence of alcohol or behaviour-altering drugs.
2. Stickers are not permitted.
3. No third-party promotions are allowed on any stall. This includes, but is not limited to, advertisements on society flyers and the direct distribution of third-party promotional material.
4. No flyering in any queues or the areas outside/ immediately surrounding either venue is permitted.
5. Amplified sound at your stall must not be at a volume higher than a normal conversation that would be had at the stall; amplified sound from stalls during the accessibility hour is strictly prohibited.
6. No cash transactions should be conducted at the fair. Cambridge SU will not accept any liability for any losses incurred.
7. All items brought into the fair are at the risk of the stallholder involved.
8. Any food distributed by societies must be pre-wrapped or packaged from a high-street supplier (except selected commercial stalls e.g. Domino's Pizza as food hygiene certificates have been received).
9. Smoking and vaping within the Freshers Fair site (including outside spaces) is not permitted. Anyone found smoking or vaping will be removed from the fair.
10. Any firearms brought into the Fair must comply with Cambridge SU's firearms regulations, which can be requested at [activities@cambridgesu.co.uk](mailto:activities@cambridgesu.co.uk). Ammunition is banned from the Freshers' Fair without exception.
11. If your activities do not show due consideration to others at the event, you may be asked to stop certain behaviour, or asked to leave the event. Remarks, behaviour or language that is aggressive, disrespectful, threatening, intimidating, or designed to cause harm or disruption is unacceptable and will not be tolerated. *This includes activities such as popping balloons or unsafe demonstrations. If you are unsure if your activities fit into this description, please contact Cambridge SU.*
12. **Any violation of the above rules may result in the removal of a stallholder from both days of the fair, possible banning from future fairs, and/or other penalties as may be enforced by Cambridge SU, the University of Cambridge, Cambridge City Council, or the Police.**

## INDOOR STALLS

1. You must not impede the movement of visitors in the aisles between stalls. The clearances between rows of stalls must be maintained for fire and safety regulations.
2. No more than three people are permitted behind a large stall, and no more than two people are permitted behind a standard stall. You may not set up in other areas of the venue outside your stall. You may not conduct any promotional activity anywhere other than behind your stall.
3. No posters should be put up on the marquee walls. These will be removed by stewards; the stallholder may be sanctioned.
4. Do not create open flames inside the venue. If you are in an electrified area, your equipment must be PAT Tested.
5. You must completely clear your own stall when you leave the fair, including the setting down of your table and chairs (if you have any accessibility requirements with regards to the setting down of your table and chairs, please inform a member of the Activities Team in advance of the fair: [activities@cambridgesu.co.uk](mailto:activities@cambridgesu.co.uk)).

## OUTDOOR STALLS

1. You may not set up in any other areas of the fair outside your defined pitch.
2. If you wish to use a vehicle to transport equipment to the site, you must book this three weeks in advance via [activities@cambridgesu.co.uk](mailto:activities@cambridgesu.co.uk) and comply with the the hours that the Parker's Piece vehicle gate will be open. Any vehicles used must be parked with due care and respect for other stalls' activities, and due care taken for pedestrian safety when driving on and off the site. All vehicles should be removed once stalls are set up unless they are part of the stall/for display. No vehicle access will be allowed on Parker's Piece during the opening hours of the event.
3. All electrical equipment must be PAT Tested.
4. All marquees, tents, gazebos or other self-build structures should be of sound construction and must be clearly marked to ensure that they do not present a hazard. We will require a risk assessment from those bringing what we class as high-risk equipment. On the day of the event, if we do not deem the equipment as safe we will ask you to take down and remove any temporary structures from your pitch.
5. No posters should be put up on lampposts or railings. These will be removed by stewards, and the originating body may be sanctioned.
6. Open flames are banned from the event.
7. You must clean up your pitch when you depart the fair at the end of each day, leaving the site as you found it.
8. Please do not dispose of rubbish from your stall in the council litter bins around Parker's Piece. Use the bins provided.

## SETTING DOWN YOUR STALL

You will be asked to carry your stall's table to an exit point. Please ensure two people carry a table and you only carry a number of chairs that you are comfortable with. If you are unable to carry a stall due to accessibility issues, please inform a steward.

## GENERAL INFORMATION

Stewards will be located throughout the fair with brightly-coloured t-shirts (with 'Cambridge SU' on them) and/or lanyards. Feel free to ask them any questions, or report any issues or incidents to them. Security will be located at the entrances and exits of the fair and are available for you to report any incidents to.

- Please follow any advice or instruction from stewards or security. Their purpose is to ensure the safety of those visiting the fair; please support them with this.
- First aid staff will be available for any injury. A first aider will be on-site at all times.
- There are fire exits out of every indoor space where the fair takes place. When you set up your stall, please note their location.
- There are no planned fire drills. Should an alarm sound, please calmly leave the venue, following advice from stewards.
- Do not block walkways or rows where you or others may require a prompt exit in case of emergency. Clear walkways are everyone's responsibility.

Cambridge SU may need to temporarily stop access to any area of the fair for safety reasons. Please do not be alarmed by this and be reassured that any need for a queue is simply to ensure the safety and comfort of those participating in or attending the event.

You are responsible for your own belongings, so please keep valuables with you at all times.

Security are authorised to search bags and other articles of which they may become suspicious; please be aware that this is protocol for peoples' safety and not a deliberate intrusion. If security or stewards ask you to evacuate the building please do not be alarmed but calmly and promptly follow any instructions.

## COVID-19 INFORMATION

Government guidance will be monitored and may change at short notice, so stallholders are asked to regularly check emails in the weeks leading up to the fair for the latest information.

With current regulations and guidance, face coverings are optional but not mandatory.

## USEFUL CONTACTS

### **Before the fair:**

Prior to the event, your primary contact will be the SU Activities Team on [activities@cambridgesu.co.uk](mailto:activities@cambridgesu.co.uk). We aim to respond to all emails within five working days, although responses may be slower than usual in the weeks before the fair. All official communications regarding the Freshers Fair will be sent from the above address.

### **During the fair:**

On the day, please speak to stewards for any assistance needed. Stewards will have radios to escalate enquiries as required. For strictly urgent matters which cannot be dealt with on-site, please contact the SU reception on 0808 1641 222.

### **After the fair:**

We welcome feedback from stallholders and will circulate feedback forms on the afternoon of day 2 of the fair. The SU Activities Team can be contacted throughout the year to support your society. You can also view a range of resources on the SU website at [cambridgesu.co.uk/opportunities/support](http://cambridgesu.co.uk/opportunities/support).