nus NATIONAL CONFERENCE

25-27 April 2017 | Brighton

# Exhibition Booking Information

If you need this document in another format contact NUS on 0845 5210 262 or email events@nus.org.uk

# Contents

## Purpose of this document

To give an overview of booking an exhibition stall and what's expected of being part of NUS National Conference.

## What you need to do

You should read this document and including the terms and conditions before filling the booking forms which can be found online.

## Checklist – What you need to do?

The key dates have been added to my calendar ☐
I have read over the instruction pack including the terms and conditions ☐
The deadline for applying for a stall is **Friday 10 March 2017** ☐

## Further information

If you require further information about the administration of National Conference including registration, access needs, room bookings and stalls, please contact the Events team through events@nus.org.uk

For issues relating to delegate entitlement, zone committees, reports and policy, amendments to zone policy proposals and Cross-Campus ballots, please contact the Chair of the Democratic Procedures Committee through executiveoffice@nus.org.uk

For any issues relating to elections, please contact the Chief Returning Officer through executiveoffice@nus.org.uk

## Submitting your form

Your form should be submitted to liam.mccafferty@nus.org.uk by **9am Friday 10 March 2017**

# About NUS National Conference

The National Union of Students (NUS) is a confederation of students' unions representing over seven million students in the UK. Our member students' unions are a diverse group of organisations, from small volunteer led entities to large charities which employ hundreds of staff.

National Conference is the sovereign policy-making body of NUS and brings together nearly a thousand delegates from students' unions across the country to discuss, debate and vote on motions and elect the political leadership of the organisation for the year ahead. National Conference takes place in Brighton from Tuesday 25 April to Thursday 27 April 2017.

Delegates are students or elected student officers (full time roles) who represent the students from their students' union.

Throughout the conference, there will be a mixture of policy debate, fringe workshops, inspiring key-note speakers, elections and reports on the work done this year at NUS. The exhibition at the conference will be for the delegates to interact with during the fringe and access break slots as well as during the registration and welcome period on the morning of the first day.

## Target Audience

The conference will be attended by students and elected full time student officers which will include presidents/lead officers.

## Exhibition stands

The stalls and exhibition space are an important part of the experience for delegates at National Conference. Having a stall provides an excellent opportunity for you to communicate your message to delegates, many of whom hold positions of leadership in their students' union or are involved students who are active in campaigning and volunteering in their students' union and learning environment. Numbers are limited to 25 stalls in total.

## National Conference running order

The overall program for the conference will be available on the Conference Hub once a priory ballot issued to our members has been counted. Timeframes and the agenda are subject to changes. Details for conference timings will be uploaded here: http://conference.nusconnect.org.uk/what-s-on/agenda-and-papers

Exhibitors can expect to see delegates from 9.00am on the first day of conference. Peak times will be prior to the opening of conference each day, allocated break times/fringe sessions and the movement between sessions. The stands are located at the entrance/exit of the main conference venue to ensure footfall is maximised. It is expected that even when conference is in session there are often some delegates who take time out of some sessions to break. NUS Staff will be on site from 07.30 on Tuesday and Wednesday.

# Exhibition Stall information

As part of the fee for booking a stall at the event, the following will be provided

- 1 table (approx. 2 x 1m)
- Chairs (maximum 3 per stall)
- Electrical socket (upon request)
- Wifi (upon request)
- Logo placement on the Conference website

NOTE: The exhibitor is responsible for arranging their stall visuals

## Fees

**Student organisation:**
£180 + VAT for Tuesday 25 April only or £300 +VAT for both Tuesday 25 – Wednesday 26

**Not for profit organisation:**
£400 +VAT for Tuesday 25 April only or £650 +VAT for both Tuesday 25 – Wednesday 26

**Commercial organisation**:
£700 +VAT for Tuesday 25 April only or £1250 +VAT for both Tuesday 25 – Wednesday 26

Please contact the events department for further information.
Email: events@nus.org.uk

## Cancellation

In the event of your having to cancel your stall place, you must contact NUS events in writing, via phone or email prior to the event. All contact details can be found on your booking confirmation and NUS Connect.
Except in exceptional circumstances, and at the sole discretion of NUS, refunds can only be made for cancellations received prior to the close of registration.

Refunds reflect the costs incurred by NUS in booking the stall places and equipment.

Cancellation charges will be deducted from the registration fee as follows:

- ☐ Up to 20 days in advance of an event = 60% refund
- ☐ Up to 15 days in advance of an event = 30% refund
- ☐ Less than 14 days before an event = 0% refund

## Key Dates and times for booking a stall

## February 2017

### Deadline to submit booking form request

**09:00 Friday 10 March 2017**

You need to fill out the full details of the stall and who will be attending.

---

## March 2017

### Confirmation of accepted stalls sent

**Week commencing 13 March 2017**

You will be contacted to confirm whether your stall has been accepted.

---

## April 2017

### Exhibition Stall set up

**Any time between 14:00 – 18:00 Monday 24 April or 07:30 – 09:00 Tuesday 25 April 2017**

All stalls must be completely set up by 09:00 on Tuesday 19 April to meet delegates as they arrive.

### National Conference 2017

**Conference runs from 12:00 Tuesday 25 April – 14:00 Thursday 27 April 2017**

Delegates will arrive from around 09:00 on Tuesday 25 April and leave after the conference ends.

The Exhibition is open from 09:00 on Tuesday – 18:30 Wednesday 26 April 2017.

### Exhibition pack up

**18:30 Wednesday 26 April 2017**

Exhibitors will be expected to pack up their stalls at 18:30 on the 26 April 2017 and have vacated the building by 20:30.

---

# Making the most of the exhibition

The exhibition is a unique chance for our delegates to see, hear, touch and experience your product or service first hand or to speak about your organisation, its values and engage our delegates in getting involved.

## What we expect of each stall holder

- To make the most of interacting with our delegates and observers when they are walking around the exhibition area.
- To clearly showcase your organisation, campaign, product or service to our delegates and observers
- To adhere to the terms and conditions outlined below and to the code of conduct, equal opportunities, no platform and safeguarding policies NUS has in place.

## Planning your stall checklist

- ☐ Read over the exhibition booking information in this pack
- ☐ Read over the terms and conditions in this pack
- ☐ Plan and agree what the purpose of your stall is and what you want to achieve through it
- ☐ How many days do you want to have an exhibition stall (maximum of 2 days)
- ☐ Assign people to be exhibitors on the stall and what their duties should involve (maximum 3 people)
- ☐ Plan how your stall will look and what materials you will need to make it stand out and clear who you are
- ☐ Do you need WIFI, and have you included this on the application form?
- ☐ Do you need access to plug sockets and have you included this on the application form?
- ☐ Do you have an organization logo you want included on the Conference website?
- ☐ Who on your stand will be responsible for Health and Safety?

## Appendix 1 Terms and Conditions for Exhibition Stand

**1. Definitions**

i. In these Terms and Conditions, 'Organiser' means the National Union of Students of the United Kingdom. 'Exhibitor' means any person, company or organisation and the staff or agents of any such company or organisation to take stand space. 'The Premises' means the venue used by the Organisers for Exhibition purposes. 'Authorities' means the local authority, fire authority or any other relevant body or person having jurisdiction over the premises.

**2. Security and Insurance**

i. Each Exhibitor is responsible for the security and insurance of their own stand and exhibits and for their own employees' insurance cover.

ii. In no circumstances will the Organisers accept responsibility or be liable for loss or damage whatsoever or howsoever arising.

**3. Exhibition layout**

i. The Organiser reserves the right to alter the layout of the exhibition at any time in any respect.

**4. Final details**

i. Final arrangements concerning access, setting up times and stand numbers will be enclosed with the confirmation of the Organiser accepting the request for a stall.

**5. Trading rights**

i. The sole rights of exhibiting merchandise and transacting business on the premises during the period of the exhibition are owned by the Organiser who will, at their sole discretion, grant licenses to Exhibitors on and subject to these Terms and Conditions.

ii. An Exhibitor shall not without the written consent of the Organiser assign the benefit of the licence granted pursuant to these terms and Conditions or any part thereof or any interest there into or share his/her stand with any person or persons whomsoever.

iii. Where consent is given to the Exhibitor for the sharing of his/her stand with any person or persons whomsoever, the space rental charged to the Exhibitor may be increased by an appropriate sum per person, company or organisation in addition to the rental charged to the exhibitor to cover additional cost.

iv. It shall be the duty of the Exhibitor to inform any person, company or organisation sharing with him/her, of all relevant information, including these Terms and Conditions.

v. The Exhibitor will be responsible for all work in connection with his/her shared stand, including catalogue entries for the person, companies or organisations sharing.

**6. Insurance**

i. Exhibitors shall be responsible for arranging their own insurance and shall keep the Organiser indemnified in respect of (a) any loss or damage to any property of the Organiser; (b) all claims and demands by third parties in respect of personal injuries or loss of or damage to property, caused by or occasioned by the exhibitor, or any of their employees or associates or property, arising out of or in consequence of their occupation of the stand or exhibition of an article or process or thing or otherwise howsoever.

ii. The Exhibitor will respect all risks of ever kind whatsoever in respect of personal injuries to themselves, or associates, or of loss or damage to any of their property or property in their custody and of the Organiser shall be under no liability in respect of any such risks.

iii. The Exhibitor shall make good any damage done by them, or associates to the premises or any furniture or fixtures therein damaged by fire caused upon their site. The Organiser reserves the right to request the sight of any insurance policy prior to the exhibition.

**7. Exhibitor's nameplates and signs**

i. No Exhibitor's nameplates, signposts or notice boards will be allowed outside the stand area allocated, without permission.

**8. Opening hours**

i. Stands must be open for business in accordance with the published daily opening hours of the Exhibition and remain open continuously until the closing times.
ii. In the event of a closed session, the Organisers have the right to restrict access, but every effort will be made to stop short of exclusion.

**9. Installation of exhibits**

i. All goods delivered to the Exhibition premises must be accompanied by or received by a representative of the Exhibitor. Advance notice is required of any large items of equipment.

**10. Clearance of exhibits**

i. No stand, exhibit or materials may be removed before the official closing time of the Exhibition without prior written request and consent by the Organiser.
ii. In the event of the Exhibitor failing to clear his/her exhibits and fittings by the prescribed times, a charge shall be paid by the Exhibitor forthwith for every hour after the time during which the said space shall remain un-cleared and unclean, and if the Exhibitor has failed to do such work, the Organiser may arrange for such work to be done and the said charge shall be applied thereafter. The charge will be equivalent to the costs incurred by the Organiser as a result of failure to comply with these Conditions.

**11. Identity of persons**

i. Every Exhibitor must identify those persons who shall be present at the event and they shall be allocated credentials when they arrive. Any other Speakers and guests must be requested through the application process and if accepted they will be issued with the appropriate credentials from the information point on the day of the meeting. Credentials are only available with the consent of the National President and are not transferable.

**12. Stall and display fitting**

i. Exhibitors are expected to use displays or materials for their exhibition, the content of which must all adhere to NUS' policies on code of conduct, equal opportunities and no platform policies.
ii. Exhibitors will be held responsible for any damage to the covering of their stalls, and will be recharged at replacement value. Any exhibits that are likely to be heavier than average, should be checked with the Organiser.
iii. Any additional work an Exhibitor may require on decoration and fittings must be agreed with the Organiser.
iv. No part of any stand may overhang any gangway or exceed the allocated boundaries of the stand space. Exhibitors must not display their goods so that, in the opinion of the Organiser, they distract the light or impede the view along open spaces or gangways or inconvenience other Exhibitors.
v. No petrol, spirit or other hazardous spirit, liquid or vapour is to be brought into the exhibition premises unless previously approved in writing by the Organiser.
vi. All materials used for building, decorating, draping or covering stands must be non-flammable or impregnated with fire-proofing solution in a way as to comply with the requirements of the authorities.
vii. Empty cases, cartons and packing must be removed from the premises for storage, or during the access period of the exhibition left in the gangways for clearance by the Organiser's staff.

**13. Conduct of Exhibitors**

i. Any Exhibitor displaying equipment operating a sound system of any type will demonstrate only at a low volume and will, if required by the Organiser, cease from playing. Likewise if it is considered that they are continually hindering or annoying other Exhibitors.
ii. All Exhibitors must adhere to the Equal Opportunities, Staff Protocol, Safe Space, No Platform and code of conduct policies of NUS. These policies will be included in the Allocation Pack. Any Exhibitor found distributing leaflets/ materials or behaving in a manner that contravenes these policies may be asked to remove the leaflets/ materials or to leave the conference on request of the National President. Exhibitors will not get a refund or their deposit back should they be asked to leave.

**14. General**

i. Each Exhibitor is bound in all respects by these Terms and Conditions and in addition, shall be bound by and comply with and be deemed to have full knowledge of the Rules, Conditions and Regulations of the venue.

ii. Each Exhibitor must bring to the notice of all agents or contractors employed by him/her such of the provisions of these Terms and Conditions, and any claim arising from failure of the Exhibitor to give such notice shall be the sole responsibility of the Exhibitor concerned.
iii. Any complaint must be submitted in writing to the Exhibitions Organiser or representative of the Organiser within 7 days of the exhibition. A complaint made or addressed in any other manner will not be considered.
iv. The Organiser reserves the right to waive, add to or alter any of these Terms and Conditions in the interest of the Exhibition either generally or in any particular case.

**15. Services**

i. The Exhibition Organiser will officially appoint persons, firms or companies to be advertising agents, public relations consultants, photographers, stand fitters, suppliers of lighting and any other services in connection with the exhibition and no person other than these so appointed will be allowed to canvass the Exhibitors or execute work of business in connection with the exhibition without specific permission in writing from the Exhibition Organiser.

**16. Payment procedure**

i. The rent of the stand spaces contracted by Exhibitors is payable to the Organisers as detailed on the Application Form.
ii. As the exhibition stands are being rented within 30 working days of commencement of the event, exhibitors will be required to remit the total cost of hiring the stand (plus VAT) with the completed Application Form and Health and Safety Form.

**19. Cancellation or reduction of stand space**

i. Any Exhibitor cancelling or reducing his/her stand space after his application has been accepted by the Organisers is liable for the total charge of his/her original booking unless stand space can be re-let. In such a case, a cancellation fee will be applied of the total charge of the original booking will be payable to the Organisers. In the event of an application being refused by the Organisers any monies paid will be returned in full to the applicant.

Cancellation charges will be deducted from the registration fee as follows:

- ☐ Up to 20 days in advance of an event = 60% refund
- ☐ Up to 15 days in advance of an event = 30% refund
- ☐ Less than 14 days before an event = 0% refund

**20. Refunds**

i. In the event of the abandonment of the exhibition by the Organiser, the Organiser shall be entitled to retain or receive an account of working expenses, 25% of the rent paid or contracted to be paid by the Exhibitor. The balance shall be repaid by the Organiser of the exhibition to the Exhibitor.

**21. Exhibition cancellation**

i. If for any reason the exhibition cannot be opened and held at the site on the dates specified, the Organiser may at their discretion:
    a. postpone the opening of the exhibition until such a date as in the circumstances of the case appear to them to be reasonable; or
    b. obtain such premises as in their opinion are suitable and hold the exhibition on the date originally specified; or
    c. declare the exhibition abandoned.

**22. Agreement to Terms and Conditions**

i. Upon the submission of your request to have an exhibition stall you are also confirming you are in agreement with these Terms and Conditions and return with your payment. Exhibitors will only be given a stall when they confirm they and agree with these terms and conditions.

**National Union of Students**
Macadam House
275 Gray's Inn Road
London WC1X 8QB
t 0845 5210 262
**www.nusconnect.org.uk**

For general event enquiries contact:
e **events@nus.org.uk**

For content of the conference, democratic procedures and elections enquiries contact:
e **executiveoffice@nus.org.uk**

nus
national union of **students**