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1. DATES AND TIMES

The Durham Students' Union Fair will take place on:

- **Tuesday 2 October 2018: Open to students 12:00 - 18:00**
- **Wednesday 3 October 2018: Open to students 10:00 - 17:00**

Stallholders

- Stallholders will be permitted access **one hour prior** to the event to set up (11:00 on Tuesday and 09:00 on Wednesday).
- Stallholders are requested to have packed up all of their items by 18:30 on Tuesday and 17:30 on Wednesday.

2. VENUE

- The Fair will take place in Durham Students' Union's, Dunelm House and Elvet Riverside 2, New Elvet.
- (Maps of your stall location will be available in the buildings on the day – when you arrive at the SU on the mornings of the fair, a member of staff will tell you where your stall is located)
- Any Access requirements – please contact jamie.caress@durham.ac.uk

3. DELIVERY OF MATERIALS IN ADVANCE

Deliveries will only be accepted in advance of the Fair on Monday 1 October 2018.

Deliveries must be marked "Durham Freshers Fair" and must include the name of the student group.

You must notify deliveries in advance to dsu.reception@durham.ac.uk

4. TOP TIPS

- Make sure the name of your society is clear (we provide a table topper for all stalls with the group name on it) – you don't want Freshers to walk past and not see the name of your society so make sure your sign is at the front for people to see.
- Bring a Laptop or 2 and you aren't guaranteed to be near a plug to charge it up – You will need to keep a record of all the students that you sign up at Freshers' fair.
- Decorate your stall – You will have access to your stall an hour before the fair opens. You can decorate your stall with posters, leaflets, artwork, or props (as long as they fit within your stall area!)
- Be Proactive – Don't just sit there and expect people to come to you, get up and approach people to let them know how great your student group is! Sweets or other freebies are a great way to get talking to prospective members.
- Look After Yourself – The fair can be a long day for any stall holder. Remember to keep hydrated and take breaks for food throughout the day.
- Enjoy it! - Enjoy the experience of exhibiting at the Students' Union's signature event. Nearly 10,000 people attended last year and over 9000 members were registered in student groups across the year. This is a great way to meet new people and boost the profile of your Society.

5. PROMOTING YOUR STUDENT GROUP

Freshers' Facebook Group

We nearly have 1000 Freshers' in our Facebook group, so this is a great audience to promote your student group to. You can join the group here: <https://www.facebook.com/groups/535521340184602/>

We welcome posts about groups and group event and activities, as well as photos and videos from the Fair! Posts are moderated.

Blogs and social media

Durham SU wants to feature as many student groups as possible.

If you could do one of the below, please email eleanor.m.scorah@durham.ac.uk

- Write a blog post telling the story of your group or one of its members
- Do a snapchat or Instagram takeover on Durham SU's channels
- Share some great photo or videos with us to share on our social media (you can just tag us!)

6. ON THE DAY

Each stallholder has a desk and two chairs in a predetermined location. You CANNOT have more than two exec members at the stall at one time. If you do then you will be asked to leave.

Facilities

- Each stall will be provided with a table and two chairs.
- Wi-Fi is available free of charge for all stallholders. Why not log on prior to arrival by registering for TheCloud@Durham WI-FI access. Visit our dedicated pages to find out how.
- No access will be available to power charging facilities .
- No posters are to be placed on walls or through the building.

One-way system

- During the event there will be a one-way system which has proven to be the most successful way of guaranteeing that every student passes every stall, safely around the fair.
- Each stallholder will be provided with two lanyards, which are to be used as a pass to move around the building, and to go into and out of the fair, to keep non-visitor traffic to a minimum.



7. SIGNING UP FOR GROUPS

Students will be able to join your group in two ways this year, but the first and most important thing all students need to do in order to join your group is to activate their Durham SU account.

Activating accounts

- To enable new students to join your group and pay for membership, they need to activate their account on the Durham SU website. They will have received an email to their @durham.ac.uk email with a unique activation link, and they just need to sign into the website once to activate their account. You can direct them to durhamsu.com/activate if they need more info or a new activation link.

JOINING GROUPS:

1. Via the website

After activating their account, students can join your group by searching for it [here](#) and clicking 'Join this group'.

2. Via the brand new TOTUM app

Totum is a new app that allows students to join your groups, and is part of a new discount card from the National Union of Students. The app is free and available to download on Android or IOS, whether or not you have paid for a discount card. It's linked to our website, so students will only need to use one of the two methods to join a group. We recommend downloading the app yourself and having a try before the fair!

8. COLLECTING EMAILS

When you collect emails from interested students at Freshers' Fair you are collecting personal data, and as they are not yet your members, you need to rely on consent for this. This means, whether you are collecting the data on a laptop or a sign-up sheet, you must collect and process that data in compliance with the law and in line with Durham SU's data protection policies, which will help you to do this.

- To make this easier, we have created a template sign up sheet, which you can find [here](#). This form collects the email address and date, if you are using some other form or method to collect data, you should only collect these categories.
- The form includes guidance on your responsibilities when collecting expressions of interest and how you can safely handle personal data.
- All volunteers who are collecting expressions of interest MUST read the guidance (whether you are using the form template or another method) and Durham SU staff will be spot checking at the fair to ensure those manning stalls are aware of and are following the guidance.

Further Support Available

More information about all the Unions data protection policies can be found via the following link: <https://www.durhamsu.com/privacy-policy>. If you have any questions about your student group's compliance with data protection legislation, please email dsu.engagement@durham.ac.uk in the first instance.

Important note: all student group secretaries have been given access to the University's online Data Protection module on DUO. To obtain access to the group's membership data you will need to complete this module and send a screenshot of the engagement email address and this is a useful starting point for any GDPR information.

10. OTHER TERMS & CONDITIONS

1. Student groups will only be able to collect expression of interests for joining student groups in the way endorsed by Durham Students' Union. Durham Students' Union reserves the right to confiscate and destroy any data collected outside of the method/s agreed and communicated by the Students' Union.
2. Student Groups must keep their stalls, displays and activities within the space allocated to their stall.
3. Student Groups must not stick anything to walls or windows.
4. Movement of stalls is not permitted.
5. Only two group members can man the stall at a given time. Other attendees will be asked to leave. Lanyards are provided to enable movement through the one way system to access facilities.
6. There is a one way barrier system – members of the Student Group are not permitted to walk round the one way system to approach Freshers.
7. Group members and their stall/representatives will at all times behave in a responsible manner whilst on the University campus, and not inconvenience in any way either the Durham Students' Union staff or other exhibitors. Failure to do so may result in removal from part or all of your marketing activity without prior notice or recompense.
8. Exhibitors and their staff/representatives must conform to the accepted safety standards of the day. All equipment must conform to the relevant legislation and standards.

9. Gangways, stairways, fire exits and passageways in the Union building must be kept clear of any obstructions. Please familiarise yourself with exit routes. Union staff will ensure safe egress should an alarm sound on the day.

10. All electrical fittings, wiring and appliances must be constructed and maintained in safe condition. Particular attention must be paid to temporary wiring and the need not to overload electrical sockets. All exhibitors' electrical equipment must have appropriate PAT testing certification.

11. The use of compressed gas cylinders (e.g. CO2 or LPG) or other explosive or highly flammable substances is not permitted.

12. Loose packaging must be removed once exhibition stands have been assembled. The packaging must be deposited in the designated area notified on the day. Exhibitors must recycle where possible.

13. Exhibitors should ensure that all exhibition materials such as fabric panels and exhibition stands are manufactured from fire retardant materials or have been treated so as to provide a fire retardant surface finish.

14. Durham Students' Union operates a strict no smoking policy in all its buildings and venues.

15. Food samples may not be given out without prior consent.

16. Photography will be taken on the day to be used in future promotional materials by Durham SU. If you do not wish to have your photo taken, please email eleanor.m.scorah@durham.ac.uk before the fair, or approach a member of SU staff on the day.

9. KEY CONTACT DETAILS

Phone: 0191 3441777

E-mail: dsu.engagement@durham.ac.uk

