



# BOOKING FORM

Please fill out this booking form and email it back to [j.braganca@westminster.ac.uk](mailto:j.braganca@westminster.ac.uk) in order for us to process your booking appropriately.

<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	
<b>Date</b>	

Are you a registered charity in the United Kingdom?

**Yes**

**No**

If yes, please provide your charity number below:

# FRESHERS BOOKING

## FRESHERS FAIR STALLS:

	Harrow Campus	Marylebone Campus	
		1 day	2 days
Charity	£150	£150	£250
Local	£350	£450	£800
National	£450	£650	£1200

## GOODY BAG INSERTS (x5000 distributed):

Sample Item	£850
Flyer/Voucher	£600

## EVENTS PLANNER (A2):

Event Insertion	£200
Logo & Event Insertion	£350

## STUDENTS' UNION HANDBOOK (A5):

Front Page	£200
Back Page	£150
Other Pages (half)	£70

## EXTRAS:

Electricity  
Parking  
Wi-Fi

## GENERAL STALL BOOKINGS (not including Freshers):

Charity	£100
Local Business	£250
National Business	£350

# MEDIA BOOKING

## Social Media Individual Posts:

Facebook	£120
Instagram	£100
Twitter	£70

## Combined Social Media Posts:

3-day pack	£250
10-day pack	£350

## Website Advert:

1 month	£250
1 term	£400

## A1/A2 Posters:

Per week	£70
Per month	£190

## Pull-up Banner:

2 weeks	£70
1 month	£120

Name of person in your organisation who authorised the booking:

Client PO number:

**Important:** We take sustainability issues with the highest priority to ensure we promote a green and environmentally-friendly University. If you're found to break our sustainability (clause 14), a £100 fine will be applicable and an invoice for payment sent to you.

Print name

Signature

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Date

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**FOR OFFICE USE ONLY:**

<b>INVOICE DETAILS</b>	
Details of invoice	
Nominal code	
Net	£
VAT	£
Total (inc. VAT)	£

<b>CREATOR DETAILS</b>	
Name	
Department	

## GENERAL TERMS

1. In these conditions: "UWSU" means "University of Westminster Students' Union". "the Client" means the person placing with UWSU the order for the insertion of promotional tool.
2. The booking form (paper or email) is a binding agreement and the booking is chargeable. No refunds or cancellations can be made once the booking is agreed
3. No advertising activity will take place unless accompanied by a properly completed booking form and signed terms & conditions.
4. All artwork (unless otherwise agreed) must be provided by the Client. Artwork must be provided in compliance with the technical specification laid out by UWSU.
5. Advertising supplied must not infringe any copyright or intellectual property, and must not be deemed defamatory, fraudulent, misleading, or false. UWSU reserves the right to refuse any booking.
6. UWSU reserves the right to remove any Client and/or their advertising that is deemed to oppose the policies and ethical practices upheld by the Union. UWSU Chief Executive will have the final decision.
7. UWSU cannot accept responsibility for damage to, or loss of, any advertising mediums.
8. Acceptance of all media bookings is subject to availability. One organisation per booking.
9. UWSU takes no responsibility for the content of any advertisements or promotions and will not be held liable for any transactions that may be completed as a result of the promotion or advertisement at UWSU.
10. If for any reason UWSU shall cancel all or any part of a publication or be unable to perform their obligation under this agreement, the liability of UWSU shall be limited to the refund of any payments made by the exhibitor to the Students' Union under this agreement.
11. UWSU takes no responsibility for any inserts, leaflets and/or posters. The Client accepts full responsibility for the quality and safety of advertising materials and products.
12. Where a signatory does not have the necessary authority to make purchase orders and has signed this order, UWSU reserves the right to pursue any claim for outstanding monies from the signatory themselves.
13. This contract shall be subject to English law and the jurisdiction of the English Courts.
14. The client will ensure thorough disposal of waste – general and recyclable – using any relevant waste disposal stations and clean-up of their allocated space. A penalty of £100 will be applicable to the client if found to break this clause.

## FRESHERS FAIR & STALLS

15. Sales are not permitted during the Fair.
16. Stall positioning within the Fair will be allocated by UWSU.
17. Details and directions to the Fair will be sent to you one week at the latest prior to the date. It is your responsibility to make sure you have these details.
18. Clients may only promote their own products and/or services. Any stall holder found promoting a third party will be asked to leave and be escorted from the premises if required.
19. Clients must only promote products and/or services from the immediate vicinity of their stall. Anyone seen distributing promotional materials or collecting data elsewhere on the premises will be asked to leave; a refund will not be offered.
20. There are no standard term time promotional stalls being offered during Freshers.
21. You must ensure all of your electrical equipment is PAT-tested and maintained properly.
22. All Freshers Fair bookings must be paid before the event commences.
23. If, for any reason, UWSU cancels all or any part of the promotional stall, their liability shall be limited to the refund of any payments made by the Client to UWSU.
24. Cancellation policy: All Freshers Fair cancellations must be notified in writing to the Union by the Client. An exception can be made on UWSU's discretion.
25. UWSU shall accept no liability with regards to attendance figures to any event.
26. Exhibitors are responsible for the security and safety of their property. UWSU will not be held responsible for damage or theft unless caused by gross negligence on our part. Any equipment or product stored overnight is at the entire risk of the Client.
27. The Client must have their own liability insurance; UWSU will not be liable for Clients' actions during the activity.
28. The Client must supply a risk assessment and method statement at least 7 days prior to the booking for any activity taking place on the promotion table.
29. Any damage caused by the Client to the backing boards, walls, ceiling or flooring, or premises in general, will be recharged.
30. If you plan to distribute food samples, you must get in touch immediately – we will need additional documentation.
31. Please let us know in advance if you have any special requirements.