UMSU Inc. may exclude or request amendments to any advertising and promotions taking place. UMSU Inc. will not be responsible and does not accept liability for loss due to the failure of a promoter where the directions of UMSU have not been met.

UMSU Inc. do not take any promotions that are abusive, sexist, homophobic, racist, militaristic, alcohol based or religiously intolerant.

**Bookings**

All prices listed in UMSU Inc. media kits are inclusive of GST.

Booking forms must be filled out with all requirements and relevant details. Confirmation is given on receipt of booking form where all requirements are met and where dates applicable are available.

Invoices are issued by UMSU Inc. and payment is due before the advertisement is scheduled, or the promotional stall is held.

**Enquiries:**

Evie Bicos – Marketing and Events Officer
UMSU Inc.
4th Floor, Union House.
University of Melbourne 3010
Phone: 03 8344 0351
e.bicos@union.unimelb.edu.au
or communications@union.unimelb.edu.au
umsu.unimelb.edu/advertise

**Cancellations**

Cancellations must be in writing. Any cancellations 48 hours prior to the promotion taking place will incur a 50% cancellation fee. For O Week any cancellation 2 weeks prior to the event incurs a 50% cancellation fee.

Any requirement changes are available only if UMSU Inc. can accommodate them within the timeframe given and are subject to logistical ability.

**Liability**

On booking confirmation, a copy of your “Certificate of Currency” (Public Liability Insurance) must be submitted. UMSU Inc. takes no responsibility for the success of your promotion.

**Marquees**

Space and weather permitting, promoters on campus are welcome to use their own marquee. Appropriate risk assessments must be submitted prior to the promotion. All marquees must be weighted down (no pegs or ground stakes can be used) During O week, promoters are supplied a 3x3m marquee, unless prior arrangements or requirements have been made.

Clients’ marquees must comply with OH&S standards and UMSU Inc. may cancel the promotion if safety becomes an issue.

**Employees of Client**

A limit of 5 employees are permitted to work at a promotional stall at any time. All employees are bound by the terms and conditions of UMSU Inc. and the University of Melbourne at all times.

**Boundaries**

Clients can promote their product/service within the boundaries of Union House, South Court, North Court and Union Road. During O week boundaries are set within your marquee space and area on South Lawn and no roaming is permitted.

All promotions not in the above mentioned areas will be subjected to the University of Melbourne security action.

**Wi-Fi**

Wi-Fi is not supplied by UMSU Inc. The client is to organise their own internet connection.

**Electrical**

Limited access to power is available, and only when requested at the time of booking. All electrical equipment (including power boards and leads) must display a current tag of inspection compliance (must be tested and tagged by a qualified electrician AS/NZS3760:2001), or be in new packaging.

Where leads cross pedestrian areas, they must be run overhead or taped to the floor so they are not a trip hazard.

**Food**

Please observe food handling regulations. If serving food you must hold a Safe Food Handling Certificate. All food must be stored in grade quality containers, at appropriate temperatures.

No alcohol is permitted during any promotion, and all areas are classed as Dry Zones.

**First Aid**

Union House operates a first aid attendant roster during business hours, located at the Information Desk, Ground Floor, Union House.

For all other areas, security staff can be contacted on campus and are first aid trained.

Please report all injuries, accidents and near misses to security.

**Emergency Contact List**

Emergency Services: 000
Campus Security: 8344 6666
Union House Security: 8344 0077
First Aid: 8344 5415

*All rates are GST inclusive. Terms & Conditions: umsu.unimelb.edu.au/advertise*
Exits
All exits must be left clear. Your promotion must not obstruct doorways or pedestrian walkways.

Evacuation
Please familiarise yourself with the buildings emergency evacuation procedure. The ‘beep beep’ siren indicated a stand by for evacuation. The ‘whoop whoop’ siren indicated immediate evacuation. Please always follow and take direction from fire wardens in your area, who are visible by yellow hard hats.

Signage
You are able to put up banners, flags, and signage within your allocated space. Do not fix signs or posters to the walls or fixtures either inside or outside the building. Stand alone banners are permitted to be set up within your space but not in walkways.

Parking
Parking is not available on campus during O week or throughout the year. One vehicle per promotional stall will be given access for set up and pack down with a limit of 20 minutes within loading areas. For parking information at the University of Melbourne visit: www.pcs.unimelb.edu.au/traffic-and-parking

FURTHER INFORMATION FOR PROMOTIONAL STALLS DURING SEMESTER
All stalls are held within Union House or in the outdoor undercover courtyard, North Court.

E15 on campus map
Entry via Gate 1 (Corner Swanston & Elgin St, Carlton) Follow until you hit the limited car/bike parking on the left hand side (opposite the sport centre). You are able to unload in this parking area for 20 minutes before moving the car offsite.

On arrival you MUST check in with the Information Desk, Ground Floor, Union House. This is where you will receive your location, set up instructions, and table and chairs.

Promotional stalls are available between 10am – 4pm.

When you are leaving for the day, please pack up your table and chairs and return to the Information Desk, and dispose of all rubbish you may have.

For promotions that include a vehicle in North Court, please follow the above directions to the carpark area. When checking in at the Information Desk, please advise of the car booking. Security will arrange the bollard to be removed and a staff member will direct your vehicle into the North Court area.

Specs/Size:
E-news: 400 x 275 px
Web: 156 x 113 px

FURTHER INFORMATION FOR O WEEK
Please note, all bookings confirmed for O week will receive an information kit via email a few weeks before the event. This will include maps, locations, set up and pack down times, and all other relevant details.