INFORMATION KIT

Stalls on campus provide an excellent way to directly promote to students. Stalls are located in Union House – the highest traffic building on campus (approx. 10,000 students visit a day) – and allow promoters to connect with students and get their messages across in a credible and engaging way.

Price & Inclusions
Booking times 10am-4pm
Booking times are flexible within this timeframe.

Indoor bookings: 1 trestle table, 2 chairs and enough space to dress up your area with any posters or other items on the table.

Outdoor bookings available if you have a marquee, are doing a larger activity or have a branded vehicle. Outdoor location is an undercover courtyard
Can include 1 trestle table and 2 chairs on request.

$500 per stall, per day.
$800 per stall on Tuesdays. (Tuesday hosts a big lunchtime band and bbq for students and thus sees an increased crowd)

Discounts available on multiple bookings.

Payment terms
Invoices to be paid by full 2 days prior to stall date.

Enquiries
Evie Bicos
Marketing and Events Officer
UMSU Inc
Fourth Floor, Union House
University of Melbourne VIC 3010
P: +61 3 8344 0351
E: e.bicos@union.unimelb.edu.au
W: www.union.unimelb.edu.au

Bookings
A booking sheet is attached (pages 4 and 5).
Please complete and email to e.bicos@union.unimelb.edu.au
Terms and Conditions

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

Liability
On booking confirmation a copy of your ‘Certificate of Currency’ must be submitted. UMSU Inc takes no responsibility for the success of your promotion.

Marquees
Space and weather permitting, promoters are welcome to use their own marquees as a part of their promotions. Appropriate risk assessments must be performed and submitted 1 week prior to the promotion. All marquees must be weighted and no pegs or ground stakes can be used on the Parkville campus. UMSU Inc may cancel the marquee promotion if safety becomes an issue.

Changes to the promotion
Any changes to venues, dates, etc. will attract an administrative late change fee of $150. Any other fees incurred by UMSU Inc to accommodate these changes will also be passed on to the client.

Employees of promoter
A limit of 4 employees is permitted to work at the promotional stall at any time. Additional fees will be incurred for extra employees. All employees are bound by the terms and conditions and Union House rules.

Boundaries
Clients are welcome to promote their product/service in Union House/North Court and South Court only. Any promotions outside of this will be subjected to the University of Melbourne security action.

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

Electrical
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 to AS/NZS3760:2001).

Gas
LPG cylinders must be transported & used in an upright position and be of good quality/current date.

Food
Please observe food handling regulations. Use gloves when preparing and serving food. Food must be stored in food grade quality containers and at appropriate temperatures.

First Aid
Union House operates a first aid attendant roster during business hours. Please contact the information desk on the ground floor if you require first aid. After hours, security staff can attend to first aid needs.

Incident/Accident reports
Please report all injuries, incidents, accidents and near misses to security. Security will fill out an incident report form.

Emergency evacuation
Please familiarise yourself the buildings emergency evacuation procedure.

The ‘beep beep’ siren indicates stand by for evacuation. The ‘whoop whoop’ siren indicates immediate evacuation to the assembly area located between the Redmond Barry and Baldwin Spencer buildings at the east end of Union House.
Parking
Parking is not available on campus.
Only 1 vehicle per stall will be given access for setup and pack-down for only 20 minutes.

For parking information at the University of Melbourne visit: www.pcs.unimelb.edu.au/traffic-and-parking

Signage
Pull up banners and stand alone signage is accepted as long as it’s not disrupting walkway access. You are able to attach posters to tables/wall behind you with blu-tack only. And must be completely removed at end of booking

Exits
All exits must be left clear. Do not obstruct doorways or passageways.

Cancellations
Cancellations must be in writing to e.bicos@union.unimelb.edu.au within 3 days of booking confirmation. 15% payment is required upon cancellation and will be charged at the full rate if received less than 2 weeks prior to the promotion date.

Booking Guidelines
The booking is made for one company and one space only. Promoters are not able to offer the space to other sponsors or allow them to attend without booking for them.
Promotional stalls 2014
The University of Melbourne Student Union (UMSU)

Booking sheet

Booking information
Title: __________ First name: __________ Surname: __________________________
Position title: _______________________________________________________________________
Organisation: _______________________________________________________________________
Street address: _______________________________________________________________________
Postal address: _______________________________________________________________________
Phone number: __________________ Mobile: _____________________________
Email: ______________________________________________________________________________

I would like to book a sample stall on the following date/s (DD/MM/YY): _____ / _____ / _____
Start & Finish time of stall: __________________________

Certificate of currency attached? ☐ Yes / ☐ No

Promotion details: _______________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Invoice information (if different from above)
Title: _________ First name: __________ Surname: __________________________
Position title: _______________________________________________________________________
Organisation: _______________________________________________________________________
Street address: _______________________________________________________________________
Postal address: _______________________________________________________________________
Phone number: __________________ Mobile: _____________________________
Email: ______________________________________________________________________________

Purchase order number: __________
Please indicate your requirements below:

Power: ☐ Yes / ☐ No

Number of outlets: _____

Wattage of each machine: _________

Please note:
All electrical items must be tested and tagged before they can be used within Union House

Activity (please describe): ____________________________________________________________
________________________________________________________________________________

Giveaways: ________________________________________________________________
________________________________________________________________________________

Other requirements (please list):
________________________________________________________________________________
________________________________________________________________________________

Authority and agreement
I have read and understood the Terms and Conditions for promotional stalls: ☐ YES

Authorised (print name): ________________________________

Signature of authoriser: _______________________________________

Date (DD/MM/YY): _____ / _____ / _____

Please email this form back to e.bicos@union.unimelb.edu.au to ensure booking. Thank you