

C&S Policy

Expo Participation & Table Hire Conditions

Adopted 2/4/09
Amended 3/6/09
Amended 26/5/10
Amended 16/2/2012
Amended 19/3/12

Amended 17/7/2012
Amended 24/7/2013
Amended 13/5/2014
Amended 27/5/2015
Amended 1/9/2015
Amended 8/12/2017

Schedule of Fees

Security Deposit	\$50
Pin-board	\$15
Electricity	\$30 (one day) / \$50 (two days)
Sponsorship fine	\$250

- All Affiliated clubs are entitled to a stall at C&S Expos.
- Only Affiliated clubs are entitled to a stall at C&S Expos.
- The C&S Committee may make provision, in advance of the Expo by a motion, for groups affiliated to another Melbourne University organisation to participate in the Expo at a cost to be set by the Committee in the same motion.
- The Information Centre will usually restrict Union House stall availability during theme weeks. All groups participating in a C&S Expo must agree to be bound by the terms and conditions of this Policy.
- No club shall receive preferential treatment in any part of this Policy, regardless of relationship with the C&S Department.
- Any on-campus recruitment during Orientation must be at a C&S Expo stall or a C&S approved event.

Making a Booking

- It is the individual club's responsibility to respond to C&S correspondence and make Bookings as stipulated by the C&S Office.
- Only Bookings submitted in the manner stipulated by C&S will be accepted.
- C&S may predetermine the number of stalls and receive Bookings in order of application (MYO) or they may confirm the size of the Expo after Bookings close (February Orientation). The administration of the Expo must be communicated to clubs when Bookings are opened.
- Once the Booking period closes C&S will confirm receipt of bookings. At that time no upward variation on the number of stalls will be made. Late applicants will be placed in order of enquiry on a waiting list and allocated a stall if cancellations are received. C&S will confirm Booking and Check -in details at the latest a week in advance of the Expo.
- A Booking entitles a club to provision of a weather protected stall consisting of one trestle table and two chairs. No other equipment is provided (see Use of Electrical Equipment and Provision of Pin-Boards below).

Cancellation

- Cancellation of a booking must be in writing to the C&S Coordinator at least 48 hours before the advertised start time of the Expo.

- A cancellation can only be considered complete if a written reply is received from C&S.
- Clubs that fail to check-in and have not provided sufficient cancellation notice will be invoiced the Security Deposit amount.

Allocation

- Spaces are randomly allocated prior to the Expo.
- Requests for 'good' spots or locations with high exposure will be disregarded. Special requests will only be considered to allow space for performance and/or demonstration directly relating to the aims of the club, or for clubs that would like to be grouped with or separated from specific clubs. Such requests must be made at the time of Booking.
- Allocations will not be available prior to the day.
- Each club will be allocated only space for one table. There is not space to permit variations, nor is there space for a display to exceed the width of the table. When the number of applying clubs exceeds the capacity of C&S to offer all applicants stalls on all days of a multi-day Expo the following provisions shall apply:
 - Allocation of the Day of attendance will be random within categories of clubs.
 - Requests for a particular Day allocation may be made upon Booking but must be accompanied by a compelling reason.
 - Between the advice to clubs of Day allocation up until 48 hours prior to the Day requests for change of Day may be made. Such requests must be accompanied by a compelling reason and will be placed in order of receipt. When a cancellation or another change request creates an opening changes will be facilitated in order of receipt.
 - Conflicting events must be organized after Day allocations are made and will not be considered a compelling reason to be allocated to a particular Day.
 - Conflicting obligations/events organised by Faculties will be considered a compelling reason to allocate to a particular Day.

Use of Electrical Equipment

- Access to Electricity must be booked at same time the Expo stall is booked.
- A club will be provided access to Electricity only if details of the equipment to be powered are provided. The club must advise how many power-points are required and what the devices there are that require power.
- Organisation of Electricity is at a cost. Payment must be made by the deadline instructed by C&S and is entirely non-refundable.
- Testing & Tagging will be arranged at a date and place to be stipulated by C&S. The club is responsible for delivering all equipment and power leads to C&S as required.
- Only equipment that passes testing & tagging can be used at the Expo.
- Only Australian standard equipment may be used at the Expo. No overseas plugs or adaptors will be tested or permitted.
- If a club fails to get its equipment tested & tagged it will not be provided with access to electricity.

Provision of Pin-boards

- C&S will advise with Expo information if pin-boards will be made available.

- Clubs must pay for pin-boards by the deadline instructed by C&S. If no payment is made no pin-board will be provided.
- C&S will refund the money if it cannot provide a pin-board.
- If pin-board numbers are limited, pin-boards will be provided in the order that payment was received.

Check-In (Collecting the Allocation)

- Check-in will only be between the times set and advised by the C&S Department.
- Allocation will only be to a member of the club executive or to the Contact provided upon Booking or advised to C&S up to 48 hours before the Expo.
- The Security Deposit is required at check-in. Clubs are responsible for providing the correct deposit as no change can be given. No coins, cheques or credit cards will be accepted.
- An Orientation Refund Token will be issued in exchange for the deposit. The club representative checking in is responsible to ensure they have obtained the Token from the C&S staff.

Conditions of Stall Usage: General

- Each club is allocated one table and two chairs only.
- Clubs should be set up before the advertised start time of the Expo.
- Each club will be allocated a numbered space. They must ensure they are set up in that space.
- Clubs must provide the means to accept membership applications.
- Stalls must not be left unattended. If a stall is left unattended the club will forfeit the Security Deposit.
- If C&S-provided equipment is broken or lost the Security Deposit will be forfeit.

Conditions of Stall Usage: Access and Amenity / Risk Management and Safety

- Clubs must abide by all instructions given by C&S Staff.
- Clubs must not conduct recruitment in a way that creates overcrowding, impedes movement of visitors to the Expo or impinges on surrounding stalls. This includes:
 - Displays, bags and club materials must be stored within the stall area, or off-site storage arrangements must be made. They must not encroach on other club stalls; in front, on tables, or behind the stalls.
 - Music or amplified noise must be kept to a reasonable level.
 - Clubs must not take equipment from other stalls.
 - No roaming recruitment shall be permitted at the C&S Expo.
 - Club staff must all be behind the table. It is recommended that it is kept to three or four only.
 - If the club has a line-up additional staff may assist with processing those waiting in line. New recruits must be asked to wait in an orderly line in front of the stall.
- Clubs must not create trip hazards and wind-sail hazards with their stall materials.
- No alcohol may be consumed or distributed at the Expo.

- A club that causes difficulty to surrounding clubs or otherwise breaches the Access and Amenity / Risk Management and Safety section of this Policy:
 - Will be required to cease recruitment, pack up and leave the Expo immediately;
 - Will forfeit their Security Deposit; and
 - Will forfeit their right to attend any Expo for the following 12 months.
 - May be disciplined for a breach of Regulation 6.1.s.

Sponsors & Non-Affiliated Groups

- Only the club who has booked the space may use the space.
- Clubs must not host people from sponsor organisations.
- Clubs may carry sponsor materials which must not exceed 10% of a club display. All club sponsor materials must be entirely housed within the club stall.
- If sponsor materials conflict with C&S sponsors the club will be asked to remove the materials.
- Clubs may be required to carry Student Union promotional material on their tables during the Expo (as determined by a motion of the C&S Committee). Such material will be provided by C&S upon check-in and must be prominently displayed on the club table.
- No club may host a non-affiliated club at their table or allow any other group or club to use their stall.
- Clubs that are found to host people from sponsor organisations:
 - Will be required to cease recruitment, pack up and leave the Expo immediately;
 - Will forfeit their Security Deposit; and
 - Will forfeit their right to attend any Expo for the following 12 months.
- Clubs that breach the Sponsors & Non-Affiliated Groups section of this Policy will forfeit their Security Deposit and will be billed the Sponsorship fine.

Check-Out (Getting the Security Deposit Back)

- Clubs are obliged to remain at the Expo until 30 minutes before the advertised finish time (at the earliest) and must complete cleaning up and check-out within 30 minutes after the advertised finish time.
- C&S Staff may circulate the Expo on the day to advise an earlier check-out due to poor attendance or poor weather.
- Earlier check-out may be arranged to accommodate special circumstances by consultation with the C&S Coordinator at least 48 hours prior to the start of the Expo.
- To prepare to check out all materials must be packed up, including removing all materials from the marquee and table and configuring equipment as directed by C&S staff.
- When the club is ready to check out a representative must approach a C&S staff member and request a table check. The staff member will escort the club representative to the table and check that it is all clear. If the clean up is not satisfactory instructions will be given to complete the clean-up. When clean up is satisfactory the C&S representative will stamp the hand of the club representative who may then return to the C&S stall to collect the Security Deposit.

- A club will only be able to obtain a refund of the Security Deposit if they return the Orientation Refund Token upon check-out.
- If a club loses the Token they may only obtain the Security Deposit refund after 2 pm on the next work day after the conclusion of the Expo, after C&S has reconciled uncollected and forfeited deposits.