



Media Sales Terms and Conditions 2018/19
Goldsmiths Students' Union

1. All Bookings

- 1.1. By filling out our booking form, the advertiser and/or advertising agency accepts and agrees to be bound by these terms in full.
- 1.2. Failure to comply with these terms and conditions will result in cancellation of booking without refund.
- 1.3. All prices listed in the Media Guide exclude VAT of 20%.
- 1.4. Payments are due within 28 days from invoice date. Failure to pay will result in cancellation of booking.
- 1.5. Bookings may be cancelled by the advertiser provided written notice is received at least 14 days before the start date of the promotion. Welcome Fair cancellations must be received by 10th September 2018. In both cases, an 80% refund will be given in lieu of cancellation fee. In the case of cancellations after these notice periods, only 50% of the fee will be refunded.
- 1.6. In the case of Goldsmiths Students' Union cancelling a booking following invoicing, you will receive a full refund.
- 1.7. We reserve the right to deny any publication that we deem unsuitable for our audience.
- 1.8. We reserve the right to deny any publication that contravenes our student-led media vetoes policy. (For enquiries or concerns related to this please contact us and send a copy of proposed material).
- 1.9. We reserve the right to deny any publication which promotes anything that is in direct competition with SU services.
- 1.10. The advertiser guarantees that (i) any information supplied in connection with the advertisement is accurate, complete, true and not misleading (ii) it has obtained the consent of any living person whose name or image is contained in any advertisement.
- 1.11. The Students' Union will not be held liable for number of transactions or attendance as a result of the promotion or advertisement.
- 1.12. Only one business name is permitted per booking. Advertising that shows to promote more than one business will have their media cancelled without notice period or refund.
- 1.13. Clients are not permitted to put up posters themselves.
- 1.14. Advertising materials must be provided no later than the date specified by Goldsmiths Students' Union. Physical materials are to be sent to Goldsmiths Students' Union, Dixon Road, New Cross, SE14 6NW.
- 1.15. Materials and content must be in accordance with specifications set out in the Media Guide. It is the advertisers responsibility to provide artwork in the correct format and dimensions on time.

2. Onsite Campus Day's and Welcome Fair Terms and Conditions

- 2.1. Welcome Fair booking request deadline is 21st September - bookings requested later than this will not be confirmed.
- 2.2. Welcome Fair cancellations must be received by the 10th September in order to receive an 80% refund.
- 2.3. Payment terms quoted on invoice must be adhered to - if a stallholder fails to pay before the Welcome Fair or Campus Day date, the Union reserves the right to cancel any booking made.
- 2.4. In the case of an event affected by circumstances beyond our control, Goldsmiths Students' Union will seek where possible to arrange an alternative date.
- 2.5. Loading/Unloading must be carried out by the exhibitor and not by Union staff.
- 2.6. Passageways and fire exits in the marquee must be left unobstructed.
- 2.7. The number of access passes per stall are detailed in our Media Pack, which must be adhered to at all times. Additional access passes must be approved prior to the Welcome Fair.
- 2.8. Stallholders are unable to carry out marketing activities or flyering outside of their allocated space during the fair or onsite.
- 2.9. Exhibits involving moving equipment must be approved by the Students' Union prior to activity.
- 2.10. All electrical equipment used must be labeled with an up to date PAT testing certificate and exhibitors must not overload sockets.
- 2.11. Use of highly flammable or potentially explosive substances is not permitted and exhibitors must ensure all materials are fire retardant.
- 2.12. Strictly no smoking inside the marquee.
- 2.13. Companies exhibiting at the Welcome Fair or onsite will be held liable to any costs or claims incurred by any persons or property as a result of their actions.
- 2.14. Stallholders are responsible for setting up, and clearing their entire stall and any rubbish in or around their space at the end of the day.
- 2.15. Companies exhibiting at the Welcome Fair or at Campus Day's must not receive any payment in cash, credit-card or cheque unless agreed with the Students' Union prior to exhibiting.
- 2.16. Any data collected from students must be handled in a secure manner, students must explicitly be asked for their consent to be contacted, and must be provided with opportunities to opt out of communications.
- 2.17. Companies are not permitted to bring their own sound systems or play music from their stall unless agreed, in writing, by the Students' Union.
- 2.18. Serving of food or drink must be agreed with the Students' Union prior to exhibiting and provide evidence of relevant licensing and display clear allergy notices.
- 2.19. Selling of food or drink is not permitted.
- 2.20. Exhibitors mustn't store goods outside of their allocated space.

- 2.21. We operate a strict policy of one business per stall, unless agreed in writing with Students' Union prior to booking. Those promoting multiple businesses without permission will be asked to leave the premises and no refund will be given.
- 2.22. Any contravention of these terms and conditions can mean the ejection of the stallholders from the Welcome Fair. A refund will not be given.