

THIRTEEN

MEDIA

US UNIVERSITY OF SALFORD
SU STUDENTS' UNION
Love your life at Salford

WELCOME
MEDIA BOOKING FORM
2018





UNIVERSITY OF SALFORD STUDENTS' UNION



WELCOME MEDIA BOOKING FORM **2018**

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EXHIBITOR NAME:

AGENCY NAME:

INVOICE ADDRESS:

POSTCODE:

TELEPHONE:

EMAIL:

CONTACT:

POSITION:

ORDER NUMBER:

CLEAR FORM





UNIVERSITY OF SALFORD STUDENTS' UNION



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MEDIA REQUIREMENTS:

CHANNEL	RATE	QTY	TOTAL
WELCOME STALL	£1,000.00		
CHARITY STALL	£350.00		
POWER	£30.00		
WIFI	£30.00		
TRADERS LICENCE	£20.00		
SOLUS EMAIL	£700.00		
WELCOME DISTRIBUTION	£500.00		
WEB BANNER	£650.00		
DIGITAL SCREENS	£300.00		
SOCIAL MEDIA	£250.00		

SUB TOTAL:

VAT (20%):

TOTAL:

DATE:

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TERMS AND CONDITIONS OF BOOKING 2018:

1. Full payment will be due 28 days after booking. Failure to pay in full will risk loss of the package details in question. Any packages lost through non-payment will be invoiced as cancelled bookings (see (2) below).
2. Any media booking may be cancelled provided that written notice is received by Thirteen Media no less than 28 days prior to the campaign/event start date. Cancellations made within 14 days of the start date will be charged at full price. Cancellations made within 15-28 days of the start date will be charged at 50%. Cancellation charges are calculated from the day that written confirmation is received by Thirteen Media.
3. The promotion of student accommodation or gyms is not accepted due to exclusivity agreements in place.
4. All artwork and digital images must be in the agreed format and sizing before it will be accepted. Failure to provide material in the appropriate format may lead to delays in your promotions and administration fees to cover the in-house cost of correcting these files.
5. Failure to comply with any aspect of these Terms and Conditions will result in the removal of permission to advertise. University of Salford Students' Union will not refund any payments under these circumstances.
6. Exhibitors and their staff must conform to the accepted safety standards of the day. Equipment must conform to the relevant legislation, regulations, British or EEC standards etc, as appropriate.
7. Exhibitors are required to provide information on all displays involving moving equipment before Thirteen Media will accept the booking.
8. All off-loading and loading of exhibits will normally be carried out by the exhibitor and not by staff of University of Salford Students' Union. Off-loading will take place outside the venue at an agreed time. Parking is undertaken at own risk.
9. Displays involving equipment that moves shall not be left unsupervised.
10. Gangways, passageways, stairways and free exits shall be kept free of obstruction.
11. All electrical fittings, wiring and appliances shall be constructed and maintained in safe condition. Particular attention must be paid to the nature of temporary wiring and the need not to overload electrical sockets. All exhibitor electrical equipment must have appropriate PAT testing certification.
12. The use of compressed gas cylinders (e.g. CO₂, LPG) or of other explosive or highly flammable substances is not permitted.
13. Loose packages and rubbish must be removed once exhibition stands have been assembled and packed down. The packaging should be deposited in a designated area notified in advance. Exhibitors should ensure that all exhibition material such as fabric panels, exhibition stands etc. are made from fire retardant materials, or have been treated so as to provide a fire retardant surface finish.
14. University of Salford operates a strict no-smoking policy within all its buildings, including the use of vaping devices.
15. Exhibitors must indemnify University of Salford Students' Union against all costs, claims and liabilities sustained by any persons or to any property as a result of their actions.
16. Exhibitors are responsible for ensuring that all delegates are clearly briefed and understand the Fire Evacuation procedures, which will be displayed by University of Salford Students' Union in at the event.



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TERMS AND CONDITIONS OF BOOKING 2018:

17. Exhibitors exhibit entirely at their own risk. University of Salford Students' Union is not liable for any losses or damage to persons or property which may occur. Insurance against such contingencies is recommended.
18. No exhibitor may take or receive monies by cheque, cash or credit card payment or otherwise from any visitor on the day unless previously agreed by University of Salford Students' Union.
19. Any information collected by exhibitors may only be used for that exhibitor and may not be passed on to any third party. Exhibitors are required to comply with the Data Protection Act in relation to any data collected or obtained.
20. Any music provided by stall holders must be agreed by Thirteen Media prior to the event. The volume level of music played on the day is at the discretion of University of Salford Students' Union.
21. Any exhibitor planning on giving away food or drink must inform Thirteen Media prior to the event and provide evidence of all relevant licences and permits.
22. Exhibitors are not permitted to sell any food or drink. Alcohol cannot be sold by any exhibitor under any circumstance unless pre-agreed and sampling of alcohol must be distributed via our licensed areas or in sealed packaging.

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TERMS AND CONDITIONS OF BOOKING 2018:

- **Once submitted this booking form is legally binding, please do not submit unless you are au-thorised to do so and your organisation is prepared to be bound by this contract.**
- **I/we have read the terms and conditions above and are aware of and agree to these and all other relevant conditions**
- **I/we hereby apply for the above mentioned package(s) as specified and agree prices, sub-mitting this form does not constitute a confirmation of booking.**

NAME:

POSITION:

SIGNATURE:

DATE:

SUBMIT FORM



CLEAR FORM

