

# KCLSU Welcome Fair Booking Form

This form acts as a contract stating that you will be attending the KCLSU Welcome Fair to be held at The Barbican Centre, Exhibition Hall 2 on 23 and 24 September 2016. In order to confirm your booking, we'll need full payment in advance.

### Contact information:

Contact name ..... Job title .....

Company/organisation ..... Company's address .....

Direct business line ..... Email ..... Website .....

Purchase order number (if required) .....

### Stallholder information:

Are you a registered charity? (please tick): Yes  No

If yes, please specify your registration number .....

How many staff will you have on your stall? (please tick): 1  2  3

Please write the full names of all stall holders (for security) .....

.....

Mobile number (required) .....

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Will you need to use the loading bay for delivery? (please tick):

Yes  No

Do you need WiFi access? (additional cost of £50+VAT):

Yes  No

What type of stall do you need? (please tick as appropriate):

Charity stall: Day 1 ONLY (£300+VAT)

Charity stall: Day 2 ONLY (£300+VAT)

Charity stall: Day 1 and 2 (£500+VAT)

Small/ Local business stall: Day 1 ONLY (£500+VAT)

Small/ Local business stall: Day 2 ONLY (£500+VAT)

Small/ Local business stall: Day 1 and 2 (£900+VAT)

Corporate/ National stall: Day 1 ONLY (£750+VAT)

Corporate/ National stall: Day 2 ONLY (£750+VAT)

Corporate/ National stall: Day 1 and 2 (£1250+VAT)

Premium Stall (£1750+VAT, for both 23 and 24 September)

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Signed .....

Date .....

Please read the terms and conditions carefully. By returning the form, you agree to pay for the stall.  
You can return the completed form email.

# Terms and Conditions

- 1 Only these terms and conditions and KCLSU's rate card shall be binding upon KCLSU and the client. KCLSU shall not be bound by any conditions, appearing on the client's insertion orders, agency forms, copy instructions, or otherwise which conflict with the provisions appearing in this contract and KCLSU's applicable rate card. All terms and conditions are subject to change by KCLSU without notice.
- 2 Invoices are to be paid in full 28 days after receipt.
- 3 Regarding Welcome Fair stalls specifically, the balance is due in full 1 week before Welcome Fair. The booking will not be confirmed until we have full payment and remittance advice has been emailed to KCLSU. Once received, KCLSU will issue a stallholders guide and details about set up at the event.
- 4 Stall cancellations will be refunded on a sliding scale:
  - 6 weeks notice = 50% of total payment refunded
  - 4 weeks notice = 30% of total payment refunded
  - 2 weeks notice = 10% of total payment refunded
  - Less than 2 weeks notice = No refund due.
- 5 Stallholders that have outstanding debts to KCLSU cannot attend the Welcome Fair, or book any media until all debts are settled in full.
- 6 Artwork/Copy/Digital artwork must be received 7 working days prior to publication/posting. We ask that you please be punctual in regards to print and digital artwork deadlines. If your artwork is late, or payment has not been made in full by the artwork deadline date, we'll have to remove the media from the website, newspaper or screens.
- 7 Print/Digital media cancellations must be received 28 days prior to the date of publication/posting in order to qualify for a 50% refund. After this time a cancellation fee will be charged at 100% of the booking cost.
- 8 KCLSU reserves the right to refuse any material for publication or distribution without explanation.

# Sending your completed booking form and payment

## Post

Shannon Honeyfield  
Macadam Building  
Surrey Street  
London  
WC2R 2NS

## Scan and email to

Matt.fryer@kclsu.org or Shannon.honeyfield@kclsu.org

## Phone

020 7848 1559

## Payment details

Please make BACS payable to:

KCLSU  
NatWest Aldwych Branch  
Sort Code: 56-00-13  
Account Number: 22521526

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## Get connected

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**kclsu.org**

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Our Students' Union