

**The Imperial College Union Welcome Fair ('the Fair') has the following purpose:**

- To welcome all students to Imperial College Union (ICU), not just 1st year students, regardless of their background or beliefs to be part of the ICU community.
- To be an opportunity for CSPs (Clubs, Society and Project), Liberation Groups and Campaigns to positively promote their activities, events, and communities to fellow students with the aim to engage all students.
- To enhance the student experience.
- To allow students to feel a spirit of mutual co-operation and respect.

**To have a stall at the ICU Welcome Fair you, 'the Stallholder,' and/or any student leader responsible for the management of your group's stall, agrees to the following:**

- To be responsible for your stall and any activities that take place at your group's stall - for the duration of the fair.
- Ensure the content provided to students is of an appropriate tone. Groups may not produce, distribute, or pass on content that is of a discriminatory nature, or content which may offend, harm or cause distress to others.
- Ensure that there is a zero-tolerance approach to bullying and harassment on your stall
- To ensure that your stalls are an alcohol-free zone. Including both consumption and distribution.
- To keep your stall and its surrounding area clear of trip hazards, and/or other health and safety hazards throughout the duration of the fair.
- Stallholders may only bring items or equipment for your stall that have been approved by the ICU Activities Team. Depending on what you wish to bring, you may be required to submit a risk assessment or set up the day before.
- To remove all rubbish on or around your stall by placing it in the bins provided throughout the space or within the bin bags provided by ICU.
- All electrical equipment and machinery (except personal laptops and phones) to be PAT (Portable Appliances Testing) tested and approved by the ICU before the event.
- No money may be taken from students directly at your stall. Membership payments must be made centrally through the ICU website.
- No stall will be used to advertise a commercial organisation or other external organisation without the prior permission of the ICU.
- Only current student leaders of your group can staff the stall and there will be a maximum of 2 students to run the stall at any time.
- Stallholders will always respect the rights of, and avoid acting in a way that interferes with, other Stallholders.
- To comply with the rules and regulations of the ICU, as well as the relevant rules and regulations of the school, including, but not limited to, standards of behaviour that are set out in the Student Disciplinary Procedure.
- Stallholders must not affix, attach, paint, or display any equipment or images on buildings or property of the college without the prior permission of the of the relevant department.

- ICU staff reserve the right to remove any images or equipment that they consider to be likely to cause offence or harm to anyone; bring the ICU, The College or a third party into disrepute; or damage or deface buildings or property of The College.
- No Stallholder will take or record any personal contact information (including emails, phone numbers, photographs, and social media accounts) at the Fair as this is against data protection regulations.
- Groups may not produce, distribute, or pass on content that is of a discriminatory nature, or content which may offend, harm or cause distress to others.
- Respect all students and Stallholders attending the Welcome Fair and act in a way that does not cause harassment, duress, or stress to anyone who is attending, or participating in, the Fair.
- Report any complaint, dispute, or apparent incident of bad behaviour to a member of the ICU staff at the earliest opportunity.
- Communicate the terms of this Agreement to other members of your, the Stallholders,' society, who may be involved in the Fair.
- At all times respect the wishes of the ICU staff, who may, if they believe they have good reason to do so given the circumstances on the day, impose conditions on, move or restrict the operation of, your stall

If you are deemed to be in breach of any of these, the ICU reserves the right to ask you to stop partaking in any activity and to remove your right to hold a stall at the Fair.

If a stallholder is deemed to be partaking in illegal actions The College security team will be notified, and appropriate action will be taken.

**You, 'the Stallholder,' and/or any student leader responsible for the management of your group's stall, agrees to follow the below steps where possible and take the ICU Welcome Fair Sustainability Pledge:**

Creating a Sustainable ICU is a key priority, and it relies on us all working together to help cultivate a culture of sustainability on campus. Welcome Week has particular importance, as it is an opportunity to show students at the start of their ICU journey that we care about making decisions that do not damage our environment.

- Please avoid the use of any single-use plastic. If giving out freebies/incentives, try to think sustainably about your choices. Could you give out recycled pencils?
- We would recommend bringing laptops/iPads to the stand if you want to display any documents, images, or videos.
- Avoid printing/handouts where possible – we advise using a QR code that people can scan to find out more about your group.
- Try and decorate your stand with sustainable, reusable decorations, avoiding plastic confetti or disposable tablecloths. Purchasing a reusable tablecloth could be a clever idea, so you are covered for any future CSP (Clubs, Society and Project) event stands. Popular decorations that can be reused repeatedly include bunting, tassels, tissue pom poms and more.

- Avoid the use of balloons – the plastic waste from used balloons is more damaging for seabirds than hard plastic!