



# Abertay Students' Association – Bookable Spaces Terms & Conditions

***By submitting a booking form to Abertay Students' Association you are indicating that you have read, understood and agree to the following terms and conditions:***

## Booking & Payment

Receipt of completed booking forms does not constitute a booking until full payment has been made. Your chosen date is not reserved until payment is complete.

Abertay Students' Association reserves the right to refuse any booking which they deem unsuitable for inclusion in the Pop-Up, The Round, and the Social Space and holds the sole right to determine such matters.

Failure to attend the space or cancellation no later than 3 working days will not be subject to a refund.

Late arrival will result in less time for your display / event.

Payment for your stall is due 30 days from receiving your invoice.

Payment can be made by:

- BACS: BACS details are provided on your invoice.
- Cheque: Cheques should be made payable Abertay University Students' Association, clearly stating your invoice number on the reverse.

Agencies booking stalls on behalf of a client are responsible for passing on all relevant information, including these Terms & Conditions, to the appropriate person and Abertay Students' Association will not be held responsible for the failure of an agency to supply the correct details.

## Pop-Up Space

Only two representatives are permitted per stall.

Any stands that are larger than the designated stall space agreed on the booking form will be refused. If you require additional space, you must obtain permission from the Abertay Students' Association Team. Please note this may incur an additional cost above the stated stall prices.

The Pop-Up space comes with a built-in desk, 3 plug sockets and a sink. If you do not require these facilities, please notify Abertay Students' Association at time of booking.

If bringing your own stall structure, please let us know in advance as you may not require the Pop-up space. You are responsible for setting up and taking down the stall.

- For a morning booking, setting up time is 08:30–09:30 and taking down time is 12:00–12:30.
- For an afternoon booking, setting up time is 12:30–13:30 and taking down time is 16:00–16:30 on the day of the booking.
- For an all-day booking, setting up time is 08:30–09:30 and taking down time is 16:00–16:30 on the day of the booking.

Representatives of your organisation manning the stall should be reminded that they can utilise the space in front of the Pop-Up provided but must ensure a clear walkway for students in the library.

Items that are left for collection by a third party after the booking finishes is done so at the owner's risk. Abertay Students' Association will not take any responsibility for loss, damage or theft of any items. In addition, Abertay Students' Association cannot be listed as the named contact for any third-party collections, as this would constitute a security risk. Exceptions to this rule can be made on case-by-case basis and at the discretion of the Association's team.

## The Round and Social Space

The Round is a large events area with amphitheatre-style seating, a variety of tables and chairs, and an official capacity of 20 people.

The Social Space is the outer area of the Round with a variety of booths, tables, armchairs, and some standing desks.

- For a morning booking, setting up time is 08:30–09:30 and taking down time is 12:00–12:30.

- For an afternoon booking, setting up time is 12:30-13:30 and taking down time is 16:00–16:30 on the day of the booking.
- For an all-day booking, setting up time is 08:30–09:30 and taking down time is 16:00–16:30 on the day of the booking.

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## Distribution & Storage of Materials

Distribution of flyers is only allowed on the ground floor of the library. At no time may you flyer or distribute items in any other part of Abertay University buildings.

Materials handed out at the stall / event must relate specifically to your organisation. Sharing of stalls or distributing materials not directly related to your organisation is not permitted and could result in immediate expulsion.

All materials utilised on your stand or within your event (including boxes, papers and giveaways) must be cleared from the space no later than cleaning time as specified above. Any items left after the booking finishes are not the responsibility of Abertay Students' Association and may be discarded during the clean-up.

Items may only be stored underneath your stall (regarding the Pop-Up). You may utilise the area surrounding your stall for storage as long as students accessing the library are not disrupted.

Essential information at booking:

- Intention to sell & what format this will take (we are a cashless campus) as we have the discretion to reject and application if your service does not align with our values as an Association.
- Completed risk assessment

## Expulsion

Failure to meet the Terms & Conditions may result in immediate expulsion from the stall without a refund for your booking.

***Thank you for choosing to use our Pop-Up Space!***

*Abertay University Students' Association is a charity registered in Scotland no: SCO36647.*