

MANCHESTER METROPOLITAN
UNIVERSITY STUDENTS' UNION



REFRESHERS 2019



WEDNESDAY 23 JANUARY 2019
11:00-15:00

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WHAT WE OFFER

OPPORTUNITIES AND RATES

1

REFRESHERS FAIR STALLS

We have a limited number of stalls available on the day so please call to discuss any ideas you have to get involved with this year's event.

Price includes:

215cm x 155cm stall space, 1 table, 2 chairs and complimentary wi-fi.

£300 per day

2

REFRESHERS EMAIL

Why not let over 10,000 students know you will be at our Refreshers fair, increase your brand awareness amongst Manchester Met students or run general promotions through our email.

Open rate: ~ 40%

Price includes:
Graphic (320 x 224px)
Up to 50 words copy
Click through link

£250

We can accept artwork
in PNG and JPG formats

3

MEDIA WEB ADVERTISING

Capture over 100,000 visitors per month during term time with your advert appearing on The Union website.

Price includes:
Graphic (468 x 60px)
Click through link

£500 per month

We can accept artwork
in PNG, JPG and Gif formats

4

DIGITAL SCREENS

Digital screens are the most prominent form of advertising we offer within the building. Your advert will be shown over 5,000 times per day around our high footfall locations.

Price includes:
Graphic or video
up to 10 seconds
(1920px x 1080px)

£210 per week

We can accept artwork
in JPG, PNG and MP4 formats

BESPOKE ACTIVITY

If your campaign requirements are beyond the listed media then please email mediasales@mmu.ac.uk or telephone 0161 247 6543 and we can discuss how to best accommodate your activity.

TERMS AND CONDITIONS

1. Full payment will be due 30 days after confirmation of booking has been received. Full payment will be required immediately for all bookings received within three weeks of activity date. Failure to pay in full will risk loss of the media in question. Any media lost through non-payment will be invoiced as cancelled bookings (see (02) below).
2. Any media booking may be cancelled provided that written notice is received by The Union no less than 28 days prior to the campaign/event/media 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 The Union.
3. Failure to comply with any aspect of these Terms and Conditions will result in the removal of permission to advertise. The Union will not refund any payments under these circumstances.
4. In the event that for any reason The Union shall cancel all or any part of a publication or event, or be unable to perform their obligation under this agreement, the liability of The Union shall be limited to the refund of any payments made by the exhibitor to the Students' Union under this agreement.
5. The Union shall accept no liability with regards to attendance figures to any event.
6. We reserve the right to refuse distribution of any material we deem to be unsuitable. This includes, but is not limited to material that contravenes our Equal Opportunities policy, which is available on request. Our decision is final.
7. If you are unsure about the suitability of your promotion or any material, please send a copy of the material or an outline of the promotion to Media Sales, The Union, 21 Higher Cambridge Street, Manchester, M15 6AD or mediasales@mmu.ac.uk.
8. If you have booked advertising and your material is deemed unsuitable for distribution, no refunds will be given.
9. The Union take no responsibility for the content of any advertisements or promotions, and will not be held liable for any transactions that may be completed as a result of the promotion or advertisement at The Union.
10. 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.
11. Exhibitors are required to provide information on all displays involving moving equipment before The Union will accept the booking.
12. All off-loading and loading of exhibits will normally be carried out by the exhibitor and not by staff of The Union. Off-loading will take place outside the venue between 09:00 - 10:00. Vehicles must be removed and parked off site.
13. Displays involving equipment which moves shall not be left unsupervised.
14. Gangways in the Fair, along with passageways, stairways and fire exits shall be kept free of obstruction and will be clearly marked. Additional direction and information signs may be required for complex layouts; these will be provided by The Union.
15. 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.
16. The use of compressed gas cylinders (e.g. CO2, LPG) or of other explosive or highly flammable substances is not permitted.
17. Loose packages must be removed once exhibition stands have been assembled. The packaging should be deposited in a designated area notified in advance.
18. 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.
19. The Union operates a strict no-smoking or vaping policy within all its buildings.
20. Exhibitors must indemnify The Union against all costs, claims and liabilities sustained by any persons or to any property as a result of their actions.
21. Exhibitors are responsible for ensuring that all delegates are clearly briefed and understand the Fire Evacuation procedures, which will be sent out by The Union in advance of the event.
22. Exhibitors exhibit entirely at their own risk. The Union is not liable for any losses or damage to persons or property which may occur. Insurance against such contingencies is recommended.
23. 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 The Union.
24. 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 on The Union's premises.
25. Large sound systems are not permitted. Any music provided by stall holders must be agreed by The Union prior to the activity. The volume level of music played on the day is at the discretion of The Union.
26. Any exhibitor planning on giving away food or drink must inform The Union prior to the event and provide evidence of all relevant licences and permits.
27. Exhibitors are not permitted to sell any food or drink. Alcohol cannot be sold by any exhibitor under any circumstance and sampling of alcohol must be distributed via sealed packaging.
28. The Union discourages exhibitors from giving away plastic bags, sustainable alternatives are preferred.
29. All suppliers must comply with their allocated space. Failure to do so may result in additional charges or result in removal from the event at The Union's discretion.
30. Only one registered organisation per stall space will be permitted. Additional affiliated organisations will need to book additional space.
31. The Union will not provide additional storage for goods outside of the allocated stall space.
32. Multiple business cannot be promoted under one booking. Any bookings booked under one business name which subsequently are shown to promote multiple businesses will be asked to leave the premise. In this event no refund will be given.