UEL STUDENTS' UNION BOOKING FORM

Please complete and sign this booking form for any of the list of services provided below. Email the completed form to j.braganca@uel.ac.uk

In order to confirm your booking, we'll need full payment in advance. This booking form acts as a contract.

BOOKING FORM

Please fill out all of the details required below so that we may process your booking.

Company Name	
Contact Name	
Company Address	
Post Code	
Phone	
Email	
Website	

Name of person in your organisation who authorised the booking

Order Reference

Purchase Order Number or Reference	

Stall Holder Information:

Are you a registered Charity? Yes ☐ No ☐

If yes, please give your Charity Registration Number

How many staff will you have on your stall?

1 ☐ 2 ☐ 3 ☐ 4 ☐

Please give the full names of staff members for security purposes

1	
2	
3	
4	

Stall Types:

Please select the type you wish to book

Charity Rate: One day £100 ☐

Two days £170 ☐

(Must be a registered Charity within the United Kingdom)

Other businesses: One day £200 ☐

Two days £370 ☐

Please choose the campus you would like to attend

Docklands (Monday, 22nd Jan) ☐ Stratford (Tuesday, 23rd Jan) ☐ Both ☐

Extras:

Will you require Electricity (Additional £10) Yes ☐ No ☐

Will you require Parking (Additional £15 for the whole day) Yes ☐ No ☐

Will you required use of the loading bay? Yes ☐ No ☐

Print Name:

Signed:

Date:

MEDIA BOOKING FORM

Please fill out all of the details required below so that we may process your booking.

Company Name	
Contact Name	
Company Address	
Postcode	
Phone Number	
Email	
Website	
Charity Number	

Name of person in your organisation who authorised the booking

Order Reference

Purchase Order Number or Reference	

UEL Students' Union Website:

Front page Banner

2 weeks £50 ☐ 1 Month £100 ☐ 3 Months £250 ☐

Tier 1 Advertising Space on Homepage only

2 Weeks £50 ☐ 1 month £150 ☐

Social Media:

Facebook

Per Post £20 ☐

Block Posts 5 posts (within a month period) £80 ☐

Twitter

Per Tweet £15 ☐

Block Tweets 5 Tweets (within a month period) £65 ☐

Combined

2 Facebook post + 2 Twitter Posts (within a month period) £60 ☐

Wallplanner:

Date Insertion (just text) £100 ☐

Advertising Space £250 ☐

Date and Advertising Space £300 ☐

2 Dates and Advertising Space £400 ☐

UEL Students' Union Handbook:

Inside Front cover (full page) £430 ☐

Full Page Advert £350 ☐

Half Page Advert £175 ☐

Inside Back Cover Advert £250 ☐

Back Cover Advert (Full Page) £400 ☐

Poster:

A3 posters

1 week £50 ☐

2 weeks £85 ☐

Indoor Roll-up Banner:

1 week £70 ☐

2 weeks £135 ☐

Other (please state)

Terms and Conditions:

1. Only these terms and conditions shall be binding upon UEL Students' Union and the client. UEL Students' Union 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. All terms and conditions are subject to change by UEL Students' Union without notice.
2. Invoices are to be paid in full 30 days after receipt
3. Regarding Refreshers stalls specifically, the balance is due in full 1 week prior to the event. The booking will not be confirmed until we have full payment and remittance advice has been emailed to UEL Students' Union. Once received, UEL Students' Union 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 UEL Students' Union cannot attend the Refreshers Fayre, or book any media until all debts are settled in full.
6. Artwork/Copy/Digital artwork must be received 14 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.
8. After this time a cancellation fee will be charged at 100% of the booking cost.
9. We reserve the right to cancel or withdraw your attendance at the fair, without a full refund if these terms and conditions are broken.
10. UEL Students' Union reserves the right to refuse any material for publication or distribution without explanation.

Sending your completed booking form and payment:

Scan and email to

braganca@uel.ac.uk

Payment details

Upon completion and sending the completed form, we will issue you an invoice with details of the bank account payable to. Please make payment in full. If you have any issues regarding payment please contact Donna Niccolls at: **d.niccolls@uel.ac.uk**