

## **UEL STUDENTS' UNION – BOOKING FORM**

Please complete and sign this booking for any of the list of services listed below. Email the completed form to [j.braganca@uel.ac.uk](mailto:j.braganca@uel.ac.uk)

### **STALL BOOKING**

For stall bookings please fill out the sections below, providing as much information about your business so that we may process your booking. Please let us know if your circumstances change.

Company Name	
Contact Name	
Company Address	
Postcode	
Phone number	
Email	
Website	

Name of person in your organization who authorized the booking

Order Reference

Purchase Order/Reference number	
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### **Stallholder Information:**

Are you a registered charity?      Yes                      No

If yes, please provide your charity registration number

How many staff will you have at your stall?

1                      2                      3                      4

Please give the full names of staff members who will attend the fair (Security, Health & Safety purposes)

1.	
2.	
3.	
4.	

## **FRESHERS' FAIR PREMIUM (see Mediapack for more information):**

Platinum Package: £1,390

Gold Package: £1,240

Silver Package: £940

### **Stall types:**

**Please select the type of stall you wish to book**

- Charity: £100  
(Must be a registered charity within the United Kingdom)
- Local/Small Business: £150  
(Non-national businesses or businesses with less than 50 employees)
- Corporate/National Business: £200  
(National businesses or businesses with more than 50 employees)
- University: £300  
(Providers from further or higher education institutions)

### **Extras:**

Will you require electricity? (Additional £15)

Will you require parking? (Additional £10 for the whole day)

Will you require use of the loading bay?

**Print name:**

**Signed:**

**Date:**

## **MEDIA BOOKING**

Fill out the sections below so that we may process your booking. Please let us know if your circumstances change.

Company Name	
Contact Name	
Company Address	
Postcode	
Phone number	
Email	
Website	

Name of person in your organization who authorized the booking

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Order Reference

Purchase Order/Reference number	
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## **SOCIAL MEDIA:**

### **Facebook**

Per post: £50

Block posts (4 posts within a month): £120

### **Twitter**

Per post: £20

Block posts (4 posts within a month): £80

### **Combined**

x2 Facebook & x2 Twitter posts (within a month period): £60

## **WEBSITE:**

Main Homepage/What's on page banner (2 weeks): £100

Publish event to online events calendar (2 weeks): £40

## **FRESHERS' EVENTS CALENDAR/EVENTS PLANNER:**

Events/campaign/offer insertion: £120

Logo insertion: £60

Event & logo insertion: £150

## **GOODY BAGS:**

### **Flyers insertion (A5/A6)**

x300: £150

x500: £280

x1000: £450

### **Sample Item**

x500: £350

x1000: £600

### **UNION HANDBOOK:**

Inside front cover (Full page): £250

Full page advert (Other pages): £180

Half page advert (Other pages): £75

Back Inside cover (Full page): £220

### **T-SHIRT PRINT:**

Event name (front print): £60

Company logo (back print): £120

Event name & company logo: £100

### **BRANDING:**

#### **Pull up Banner**

2 weeks: £80

1 month: £140

#### **A3 Poster**

2 weeks: £50

1 month: £120

#### **A5/A6 Flyers/Magazines**

1 day distribution: £100

**Print name:**

**Signed:**

**Date:**

