

# **UEL STUDENTS' UNION REFRESHERS 2019 BOOKING FORM**

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

## **STALL BOOKING**

Company Name	
Contact Name	
Company Address	
Post Code	
Phone Number	
Email	
Website	

Name of person in your organisation who authorised the booking

Purchase/Order reference number

### **Stall Holder Information:**

Are you a registered charity?: Yes                      No

If yes, please provide your charity registration number

How many staff will you have on your stall?

1                                      2

Please give the full names of staff members that will be at your stall (health, security and safety purposes)

1.	
2.	

**Stall Types:**

Please select the type of stall you wish to book

- Charity: £150

(Must be a registered charity in the United Kingdom)

- Local/Small Business: £250

(Non-national businesses or businesses with less than 50 employees)

- Corporate/National Business: £350

(National businesses or businesses with more than 50 employees)

- University: £300

(Providers from further or higher education institutions)

**Extras:**

Electricity: £15

Parking: £10 (whole day)

**Print name:****Date:****Signed:**

## **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	
Post Code	
Phone Number	
Email	
Website	

Name of person in your organisation who authorised the booking

Purchase/Order reference number

### **SOCIAL MEDIA:**

#### **Facebook**

Per post: £50

#### **Twitter**

Per post: £20

#### **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

#### **Pull up Banner**

2 weeks: £80

#### **A3 Poster**

2 weeks: £50

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

1 day distribution: £100

**Print name:**

**Date:**

**Signed:**