

1. Cancelled bookings will be invoiced at the following rates:

UP to 14 days prior to booking: 50% of fee payable

Later Cancellation: Full fee payable

2. Persons using the Students' Union building and its facilities will at all times: behave in a responsible manner whilst on the University campus; comply with the Constitution of the University of Manchester Students' Union (copies available on request). Failure to do so may result in removal from the Students' Union without prior notice or recompense.
3. 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.
4. Exhibitors are required to provide information on all displays involving moving equipment before the University of Manchester Students' Union will accept the booking.
5. All off-loading and loading of exhibits will be carried out by the exhibitor and not by staff of University of Manchester Students' Union. Once exhibitors have off-loaded, vehicles should be removed from the campus.
6. Displays involving moveable equipment shall not be left unsupervised
7. 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.
8. The use of compressed gas cylinders (e.g. CO₂, LPG) or any other explosive or highly flammable substances is not permitted.
9. Loose packages must be removed once exhibition stands have been assembled. The packaging should be deposited in a designated area notified in advance.
10. Exhibitors should ensure that all exhibition materials 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.
11. May we remind all exhibitors that the University of Manchester Students' Union operates a strict no-smoking policy within all its buildings.
12. Exhibitors must also indemnify the University of Manchester or the University of Manchester Students' Union against all costs, claims and liabilities sustained by any persons or to any property as a result of their actions.
13. Advance deliveries should be clearly labelled with the conference title (i.e. Student Fair), venue, date and stand number. Deliveries can be accepted Monday to Friday between 9:00am and 5:00pm and should not be more than 48 - hours prior to the commencement of display. Pallets cannot be accepted. The University of Manchester Students' Union will not be liable for loss or damage of any equipment or materials stored prior to or after their time of use.
14. Exhibition organisers are responsible for ensuring that all delegates / exhibitors are clearly briefed and understand both the Codes of Practice and the Fire Evacuation procedures. A copy of the appropriate fire evacuation procedures will be issued to each exhibitor as part of their registration pack.
15. Failure to comply with any aspect of these Terms and Conditions will result in the removal of permission to exhibit. The University of Manchester Students' Union will not refund any payments under these circumstances.
16. Exhibitors exhibit entirely at their own risk. The University of Manchester Students' Union are not liable for any losses or damage to persons or property which may occur. Insurance against such contingencies is recommended.