



STALLHOLDERS PACK



HOUSE RULES

- No more than two-people per stall (up to three-people for premium commercial stalls).
- Loading in MUST be completed before 9:00am. You will not be permitted entry after this time.
- You must declare your intended activities and/or materials you will be bringing to the Fair prior to arrival.
- All items present at the fair must be safe to distribute, any giveaways should be given away indefinitely.
- If you are handing out consumable goods, (food/ drink) please provide a Hygiene certificate on the day. All exhibitors are required to submit detailed description of any food sampling they wish to undertake.
- All stalls must keep walkways clear of equipment, promotional material and persons. Please make sure your planned activity fits within the parameters of your allocated stall space.
- All stall holders must abide by the one-way system at all times.
- You will be designated an entrance and exit to use during the fair. You can come and go through these exits and entrances using your stallholder pass, which you will be provided with upon arrival.
- At the City Fair, the Box Office entrance must be used- no stall holders will be allowed access via Students' Union Main Entrance with equipment of any kind.
- NTSU Staff reserve the right to make changes to the location of the stall on the day if appropriate.
- NTSU Staff reserve the right to request that activities be ceased if deemed to be disruptive or against NTSU policy.
- You are not permitted to play any music, unless otherwise agreed.
- There is a strict no alcohol policy on site.
- The use of plastic bags and helium balloons is strictly prohibited.
- No pins allowed; we recommend stallholders bring Velcro to stick printed materials to backing boards.
- Electrical equipment: (Per stall) Stall holders cannot exceed 13 amps combined fuse ratings when plugging in equipment to the extension leads supplied (2 plug sockets per stallholder).
- All stall holders are requested to remove all rubbish to a designated area which will be identified on the day.
- NTSU will not be held responsible for personal items during the fair. Please store all valuables appropriately.
- You are responsible for compliance with the current data protection legislation. Stallholders must pack down their stalls after each fair - equipment can not be left in the premises overnight.

STALL SIZE

Each stall space consists of a trestle table, chairs, backing board and access to electricity and Wi-Fi, unless otherwise requested.

- Table size - 1.2(w) x 0.6(d) x 0.7(h) metres
- Backing board - 1(w) x 2(h) metres
- Premium stalls have a double width pitch (Clifton and City only)
- Please note: Brackenhurst stalls are provided without a backing board.

YOUR NTSU FRESHERS FAIR CHECKLIST:

- ☐ Ensure you have detailed all merchandise & activity
- ☐ Remember to provide Hygiene Certificate if handing out food
- ☐ Make sure you have declared any electrical requirements
- ☐ Don't forget no plastic bags or helium balloons will be allowed at the fair
- ☐ Bring Velcro to stick printed materials to backing board
- ☐ Bring a table cloth

THIS DOCUMENT CONTAINS:

Clifton Freshers Fair map (Monday 14th September)
Clifton Campus map
Brackenhurst Freshers Fair (Tuesday 15th September)
Brackenhurst Campus map
City Freshers Fair map (Wednesday 16th September)
City Freshers Fair map (Thursday 17th September)
City Campus map
City Fair Fire Evacuation
Clifton Fair Fire Evacuation
Electrical Safety

CLIFTON FRESHERS FAIR 2026

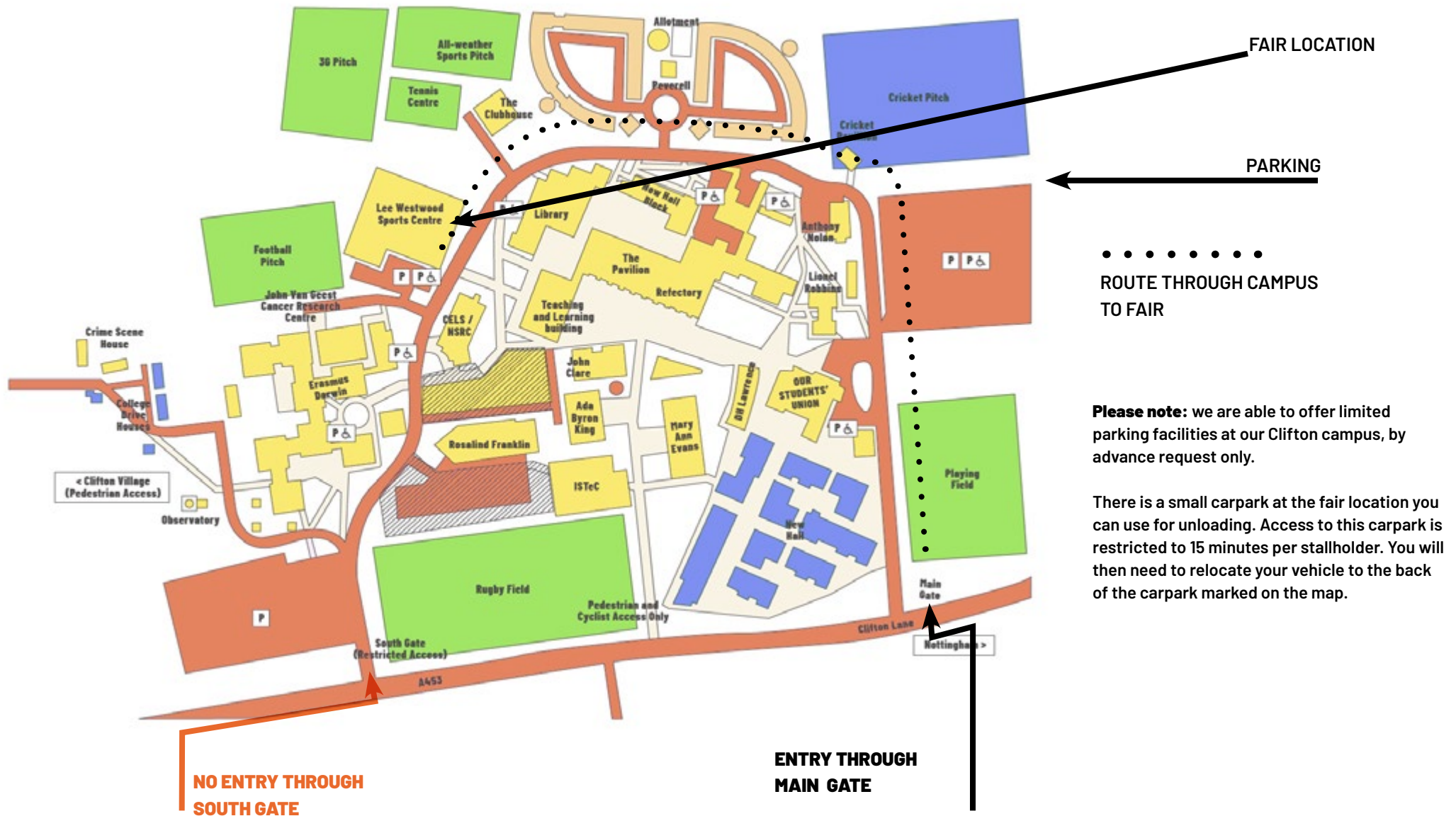
MONDAY 14TH SEPTEMBER

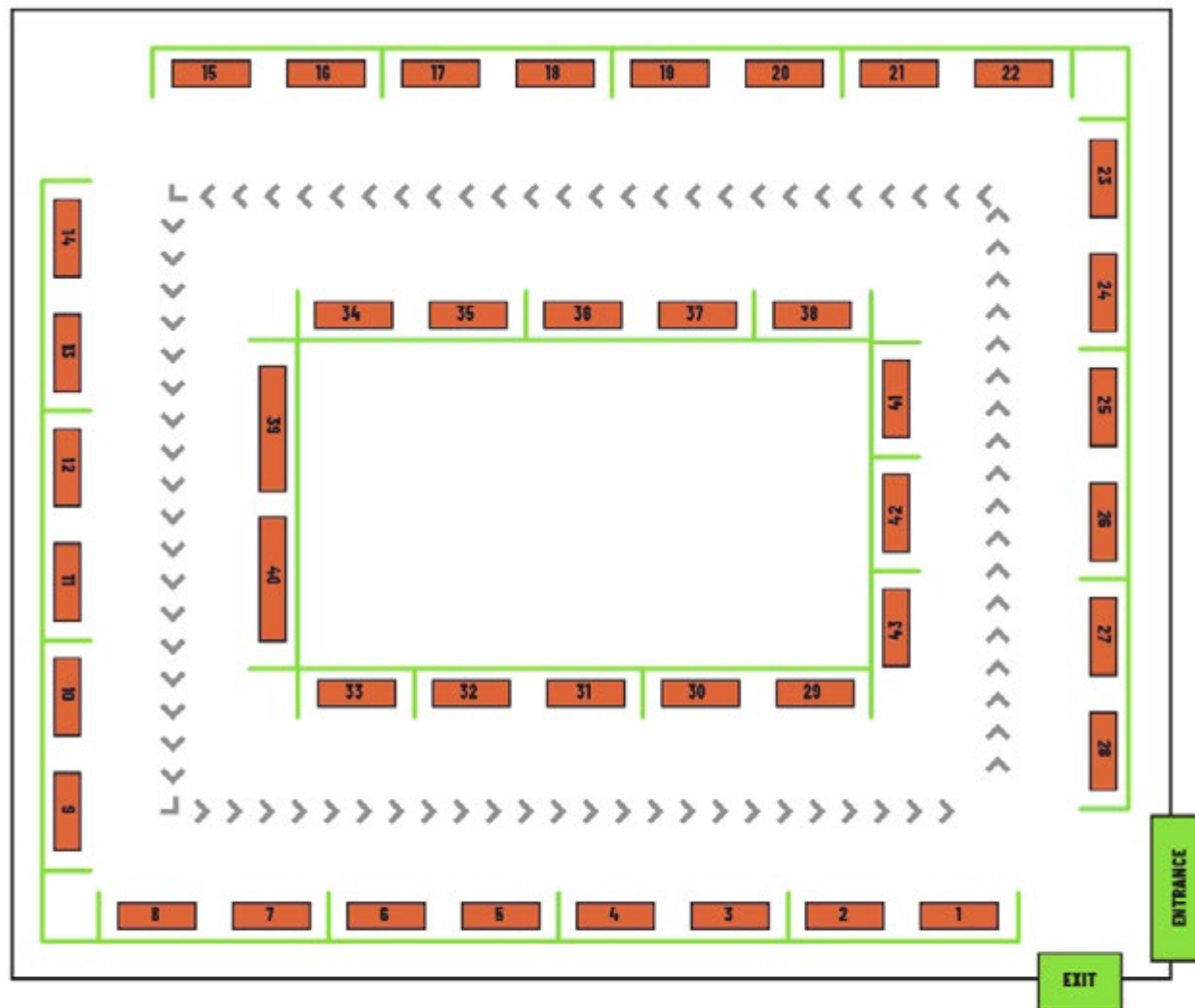
CLIFTON SPORTS HALL



Loading in MUST be completed before 9:00am. You will not be permitted entry after this time.

CLIFTON CAMPUS MAP





BRACKENHURST FRESHERS FAIR 2026

TUESDAY 15TH SEPTEMBER

BRACK STRETCH TENT - MAIN LAWN



Stalls



Backing boards



Flow of traffic

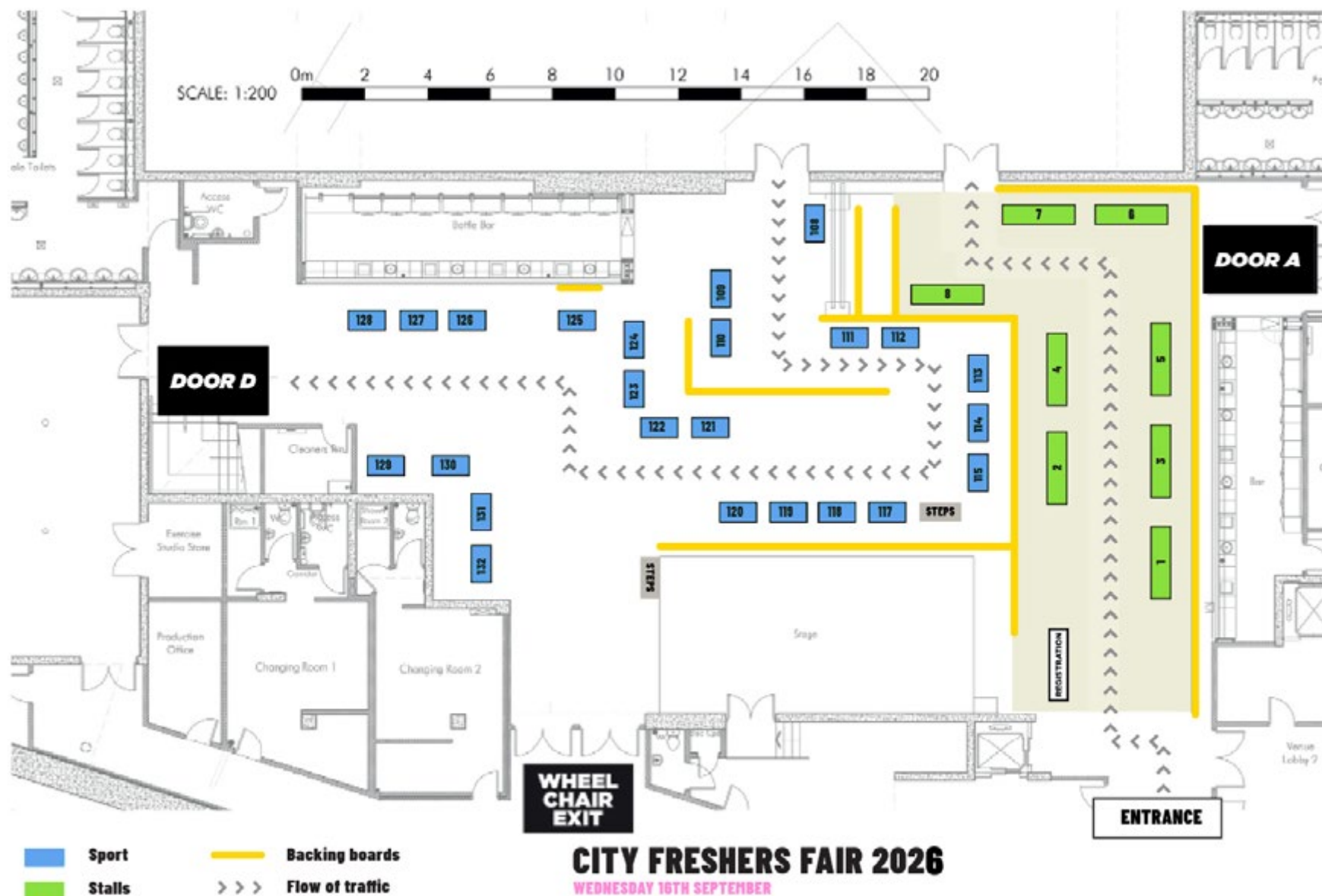
Loading in MUST be completed before 9:00am. You will not be permitted entry after this time.

BRACKENHURST CAMPUS MAP



Please note: we are able to offer limited parking facilities at our Brackenhurst campus, by advance request only.

There is a small carpark at the fair location you can use for unloading. Access to this carpark is restricted to 15 minutes per stallholder. You will then need to relocate your vehicle to the back of the carpark marked on the map (accessed by leaving campus via the entrance and re-entering via the entrance behind the Bramley building).



CITY FRESHERS FAIR 2026

WEDNESDAY 16TH SEPTEMBER

DAY 1 - SPORTS, ROOM 1

Loading in MUST be completed before 9:00am. You will not be permitted entry after this time.



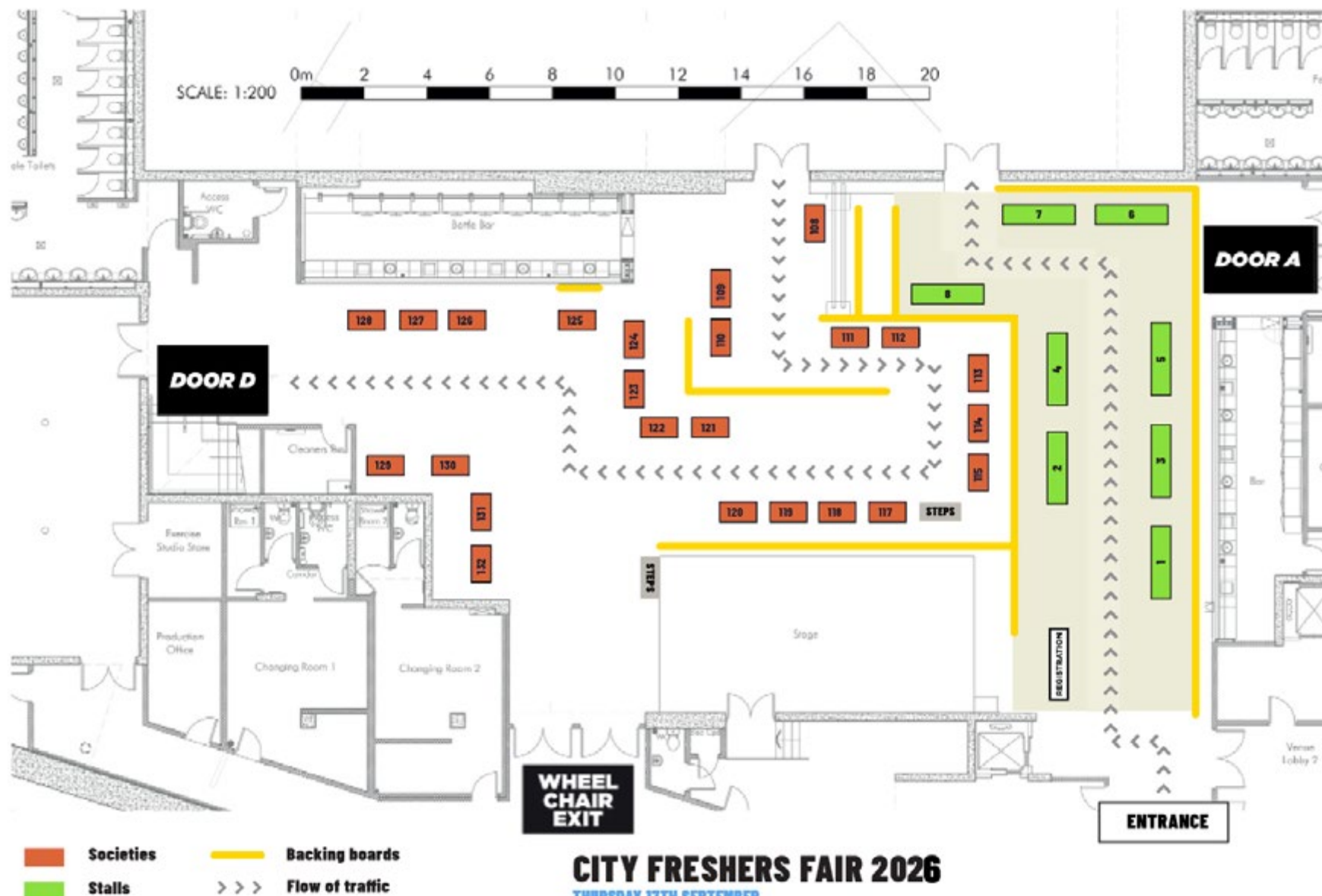
- Sport
- Stalls
- Backing boards
- Flow of traffic

CITY FRESHERS FAIR 2026

WEDNESDAY 16TH SEPTEMBER

DAY 1 - SPORTS, ROOM 1

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CITY FRESHERS FAIR 2026

THURSDAY 17TH SEPTEMBER

DAY 2 - SOCIETIES, ROOM 1

Loading in **MUST** be completed before 9:00am. You will not be permitted entry after this time.



CITY FRESHERS FAIR 2026

THURSDAY 17TH SEPTEMBER

DAY 2 - SOCIETIES, ROOM 1

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CITY CAMPUS MAP

Please note: we are unable to offer parking facilities at our city site. Please access the venue via the loading bay, off Shakespeare Street. The loading bay is restricted to 15 minutes per stallholder. If you require parking on the day, it is suggested you use the Trinity Square NCP or one of the other public car parks marked on the map. For vehicles which are too large for the NCP carpark, we suggest using the Hyson Green Park & Ride: www.nottinghamcity.gov.uk/parkandride



CITY FAIR FIRE EVACUATION

We strongly advise that you become familiar with the various exit routes from your stall - simply walk the route before the start of the fair.

University security office number: 0115 848 2468

EXHIBITORS FIRE ACTION PLAN

Any person discovering a fire

1. Smash the glass in the nearest fire alarm call point
2. Notify the Fire Brigade (dial (9)999 or 2222)
3. Attack the fire if possible using the appliances provided, but without taking personal risks
4. Evacuate the building and liaise with University security personnel and NTSU management on what has happened

On hearing the fire alarm

1. Leave the building by the nearest exit - walk the route prior to the fair starting
2. Make your way to the fire assembly point
3. Do not re-enter the building until you have been instructed to

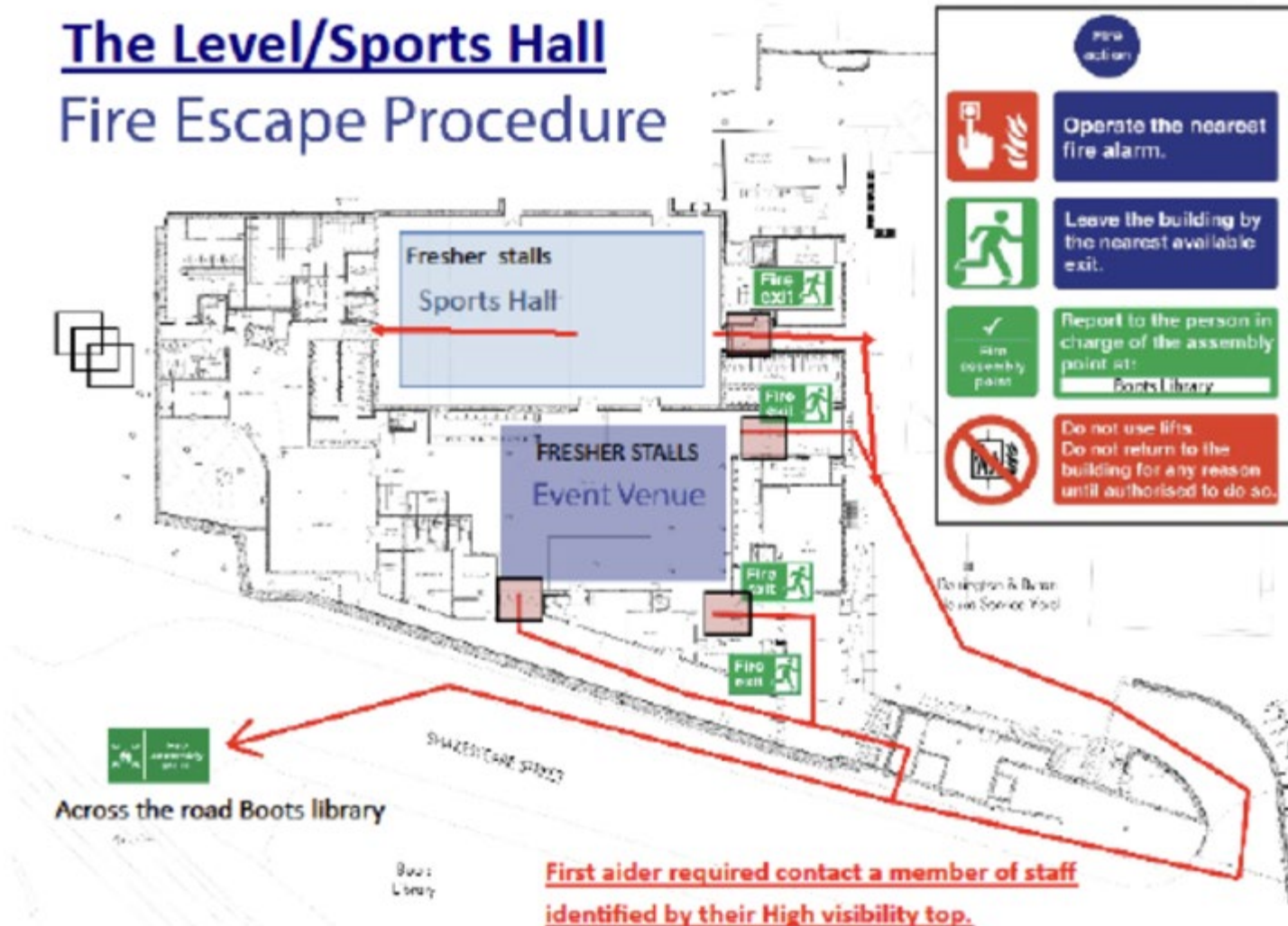
ASSEMBLY POINT:
Outside Boots Library



CITY FAIR FIRE EVACUATION

The Level/Sports Hall

Fire Escape Procedure



UNIVERSITY CITY SECURITY NUMBER - (0115) 8482468

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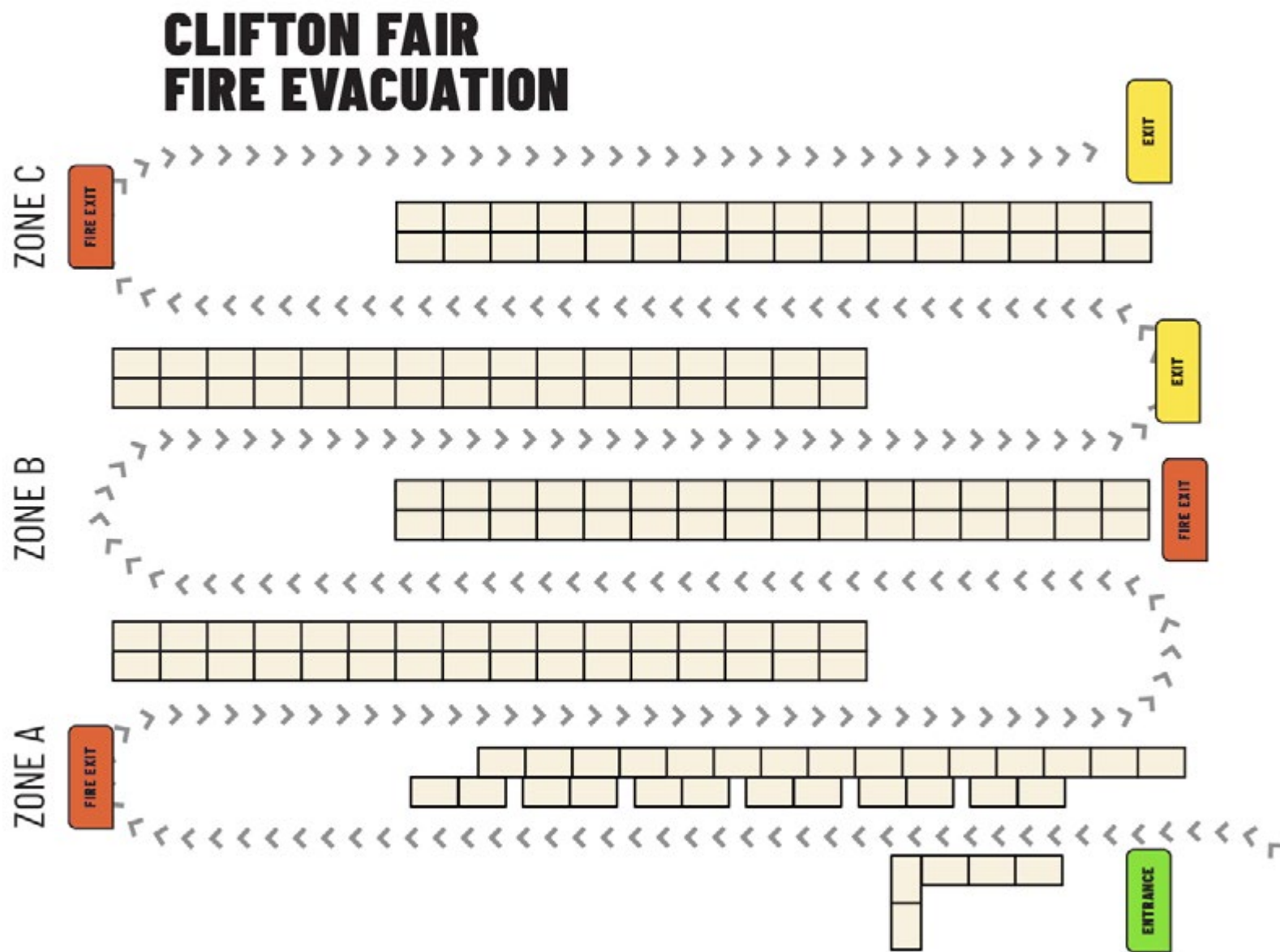
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ASSEMBLY POINT:



CLIFTON FAIR FIRE EVACUATION



ELECTRICAL SAFETY

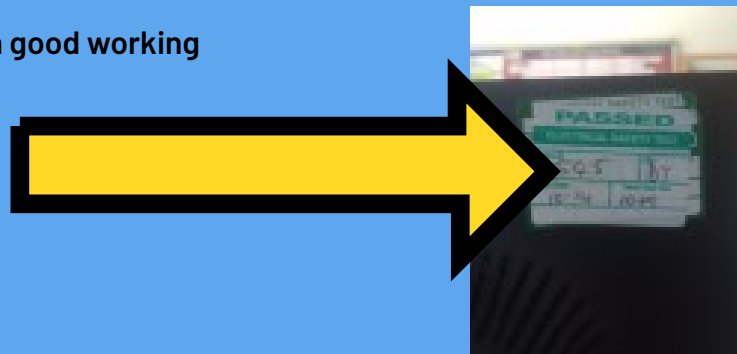
If you are bringing your own electrical equipment in with you on the day please note that the combined fuse rating of all the equipment cannot exceed 13 amps once plugged into the extension lead provided for you by NTSU.

Check the manufactures instructions or the plug for the equipments fuse rating.

WATTS	FUSE RATING	EXAMPLES
0w 700w	3A	Radio, printer, table lamp, computer monitor, laptop, CD player, games console, mobile phone charger, satellite TV box
701w 3000w	13A	Kettle, iron, oil filled heater, laminator

PORTABLE APPLIANCE TESTING (PATs)

All equipment brought onto site must be in good working



CONTACT

ADVERTISING

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EVENTS

thelevel@su.ntu.ac.uk

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All prices are exclusive of VAT.

NTSU

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