

Before You Are Allocated a Table

We cannot allocate any Societies a table at Societies Fair until that Society is properly registered, which means that we have the core basic documents required every year:

- Exec Sheet
- Signed Memorandum of Understanding (electronic signature fine)
- Annual risk assessment
- An up to date Constitution, or a confirmation via email you are happy with your Constitution for the year ahead, to studentactivities@warwicksu.com (Constitutions older than 5 years old will require updating)
- As well as this, your President and Treasurer must have completed the online compulsory training -

Link to the forms can be found here: <https://www.warwicksu.com/societies/administration/>

Completed documents can be sent to your coordinator, or studentactivities@warwicksu.com

Important Information about the Fairs

This year the Fairs have moved to the new Sports Hub and will be held on a single day, Wednesday September 25th 2019. Doors will open from 10.00am to 5.00pm, so you are encouraged to setup from 9am.

We will be using the main Sports Hall, with both entrance and exits through the Fire Exits. Access will **NOT** be via the main doors to the Sports Centre.

Selling Memberships

There are a number of ways you can sell memberships.

We will have tills located in the Main Hall. If a student wants to sign up to your Society, they can do so by heading to the tills and letting the till operator know which Societies they wish to join.

They can of course sign up online before, during or after the Fairs.

Rules on the Day

Due to very limited space, and health & safety concerns regarding numbers in the Sports Hub at any one time, this year we will be operating a **zero tolerance policy**. Any Societies persistently ignoring the below requests may be asked to leave:

- We are asking Societies to limit the number of exec per table to 5 to allow more space for students to walk through.
- No crowding or flyering of the doors, which stops the flow of traffic into the halls.

- Each Society will be provided with three “*wristbands*” on the day. This is to show on the doors if you wish to leave and enter. Anybody claiming to be an exec, but not having a wristband will be asked to queue again.
- Stay behind your tables, and do not crowd the very small walkways.
- Loud music that impacts other Societies’ ability to talk to potential members is not acceptable.
- No food, drink or alcohol. Basic snacks and water is OK.
- Each Society will have one table and one board.

GDPR

In order to comply with GDPR, your Society **MUST** not have personal details of anyone available to view. This includes sign up lists both on paper and on a laptop. It is highly recommended that, if you want people to sign up, you create a secure Google or Microsoft Form in which people can enter their data and it is then generated into a Spreadsheet later on. If you use an external website to collect this information, you must make those signing up aware that their data will be available on the server of that website, and how you will use their data. A copy of our privacy policy is available on our website as well as a generic privacy statement which you can include on the form.