

Start time for Freshers' Week 18th – 22nd 2017 will be 8.30a.m. on the Monday and 10a.m. on the subsequent days. End time each day will be 4p.m.

1. Stands may only be set up from 8.30a.m. on Monday 18th September, and from 10a.m. on subsequent days during the week.
2. No queuing will be allowed before 8a.m.
3. Clubs/Societies may sign out ONE desk from the portacabin at the side of Front Square, and take no more than TWO chairs from the foyer of the Exam Hall.
4. Each society is responsible for returning the desk/chairs. These must be signed back in by 4 p.m. at the latest. Any Club or Society that fails to return their desk will not be allowed to take one on subsequent days.
5. The format will be the "Market Square" set up. The paving pathways must be kept clear at all times. ALL Societies and Clubs will display their wares from Front Square proper.
6. The area between Front Gate and the beginning of the Centre Walk must not be obstructed. No Club or Society will distribute flyers or other material on the central path to Front Arch, under Front Arch or between Front Arch and the College's Front Gate. Flyers or any other material may not be distributed outside of College.
7. Stands using displays should ensure that the displays are of a reasonable height (max. 7 feet), and are not gaudy or tattered.
8. If you are planning to use a gazebo, they must be only slightly wider than 4ft wide which is the width of the table you will be given. If you have already purchased a gazebo that is wider than this you should consider sharing it with another society in order to conserve space.
9. The use of any type of amplification or loud hailer system, fixed or portable, is forbidden.
10. College policy DOES NOT permit the preparation and distribution of food other than by approved providers – this includes the provision of popcorn (not in pre-packed packaging). The use of Burco Boilers and the like is prohibited. This also means that you CANNOT cook food in residences for distribution.
11. The running of electric leads across Front Square, using multi-adaptors in the open air and plugging into random sockets (often through multiple adaptors) present safety hazards and will not be permitted. Socs/Clubs that require an electrical supply in the open must arrange this via the Buildings Office.
12. Users will ensure that the area of their stands is kept litter-free, that litter is kept under control during the course of the day, and that any remaining litter is gathered up at the end of the day and placed in the receptacles provided. These receptacles must not be moved at any stage. Recycling bins will also be provided – please use these for paper waste, cardboard, plastic bottles, drinks cans, etc – see bin labels for list of recyclable materials.
13. As an aid to reducing waste, Clubs/Societies are requested not to go overboard with unnecessary handouts – the vast majority of these seem to end up on the ground. (If you can think of an alternative way to get your message across, please do.)

The Head of Security will be carrying out safety/security checks in the Front Square area during the course of the week. Any Club/Society found in breach of the above mentioned regulations may be asked to remove their stand. Any Society/Club which is repeatedly in breach of the Senior Dean's regulations may have a disciplinary action taken against it by the Senior Dean or the Senior Dean may require CSC or DUCAC, as appropriate, to implement such disciplinary measures as exist under their respective constitutions.