



## **Welcome to the Freshers' Fair!**

Please read the safety and housekeeping information below.

### **Running your table**

**A maximum of three people can run your table at a time.** You must have your Queen's student / staff card with you at all times. Non-Queen's students / staff may only help to run tables with advance, written permission from the Event Coordinator, and must have appropriate organisational photo ID with them at all times.

Keep within the bounds of your space and **don't obstruct walkways or other tables.**

**You may not take your purple name sign at the end of the day** – these belong to the SU.

### **Quiet Hour**

From 10.30am – 11.30am, please do not play any music or amplified sound, and follow any other instructions from event staff to maintain a calmer, less busy environment. The Fair may feel very quiet during this hour. The Fair then opens to all on a drop-in basis from 11.30am.

### **Fire safety**

**Please evacuate if you hear the fire alarm or if you are told to do so by a steward.** Do not take any belongings with you. Use your nearest fire exit and proceed calmly to the paved space outside the **front** of the building. Do not re-enter unless the Evacuation Controller announces that it is safe to do so.

**Do not obstruct any fire exits or walkways. Do not overload your electrical socket.**

### **First aid and emergencies**

If you need First Aid or if it's an emergency, **speak to a steward or any member of staff.** If you can't see a steward, call SU Reception from your mobile: 028 9097 3726.

### **Nearest toilets**

Toilets are available on the ground floor beside the Union Shop (round the corner on the left), and on every floor of the building on the right-hand side of the main staircase.

### **Housekeeping**

Please **leave your area tidy and completely clear at the end of the day.** **Do not leave any leftover leaflets, posters, sweets, or other items behind.** General waste and recycling bins are available throughout the building.

### **For Clubs and Societies only: Collecting cash**

**Do not leave this event carrying any cash you've taken at your table.** You should use the lodgement envelope provided and give this to the Finance team on the third floor at the end of the day.