

O'WEEK 2019

CLUB STALL REGISTRATION FORM



FAQ

Can I have a stall on more than one day?

Yes, if extra stalls are available. If you would like to be considered for a second stall please tick the 'I would like to go on a waiting list for a second stall' box when you submit your registration.

Can I choose where my stall is?

As we have two separate areas where stalls will be located in 2019 you can indicate a preference for the Math Lawns or the Hub. We will take this preference into account where possible but cannot guarantee a stall in your preferred location. Due to the large number of clubs represented at O'Week we are unable to accommodate specific stall placement requests on the day.

Can I arrive late/leave early at O'Week?

Stalls that are not filled at 9:45am will be offered to a club on the waiting list. In consideration of the look of the event, and the other clubs present, we ask that you do not pack up your stall early. Please make staffing arrangements to fill your stall for the allocated time.

My club has a sponsor. Can I display their banner, wear their t-shirts, and give away their products at my stall?

No third parties may operate have a presence or materials in your stall without written consent from the AUU. Please check in with us prior to O'Week with the details of your particular sponsorship agreement and we can look at if it can be accommodated.

Can I give away lollies, food, or drinks at my stall?

Yes, up to 50 units requires no approval from the AUU. Any more than this will require approval. Please make a note of any giveaways on your booking form. You will need to adhere to all food safety standards in the preparation, transport, and storage of your food.

Can I sell things from my stall?

Only memberships, materials and event tickets associated with your club can be sold from your stall. No food and beverage or other products can be sold from stalls at O'Week. Exceptions can be negotiated with the Adelaide University Union. Please discuss with us a minimum of two weeks prior to O'Week.

I want to bring a large item or piece of equipment in to my stall, can I do this?

With event changes in 2019 there are extra challenges with site set-up and limited flexibility. We are generally able to accommodate larger items if you have notified us in advance but it will be more difficult than in previous years. Please get in touch to discuss loading and safety requirements. We require a minimum of two weeks notice prior to O'Week to approve any large items.

My club uses display props, costumes or (fake) weapons, will these be okay?

Generally yes, but please make a note on your booking form of what you will be bringing. No weapons are to be brought on the campus, even if they are fake, without the prior approval of the Union and campus security. We require a minimum of three weeks notice prior to O'Week to seek approval.

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I want to run a joint stall for O'Week, what is the process?

Unfortunately we are not able to accommodate joint stalls.

What if I miss the induction session, can I still attend?

No. The induction is compulsory and must be attended to retain your booking. Anyone on the executive committee of your club can attend.

What are the Club Awards about? How do I enter my O'Week stall?

Each year we award clubs \$500 for great contributions to campus life. To enter Best O'Week Stall make sure you take pictures on the day and submit the online nomination form. Have a look at the judging criteria for your best chance.

Our club is running our own orientation event can you help me advertise this?

Yes. We advertise club orientation events at O'Week and via our Clubs social media page. Please fill out all event information on your booking form.

Why has O'Week changed from last year?

In previous years the Union has been empowered to run O'Week with exclusive use of the Barr Smith and Math Lawns. This year, these spaces form part of an agreement between the University of Adelaide and RCC Fringe. This agreement has limited the accessibility and functionality of these spaces; impacting what the Union is able to offer clubs.

What is Clubsland?

Clubsland is a three day clubs expo held during the mid-year orientation period in August.