

Stall Bookings Flow Chart for Societies: On the Day Procedure

Please read through these 'on the day' stall booking guidelines before your booking.

LUU will provide a table for you at the time requested. If one is not present when you arrive to set up for your stall, please ask a member of Helpdesk staff to arrange this.

You should only use the table to advertise. Please do not attach anything to the walls, existing display boards or shutters.

Chairs are permitted in the Reception Foyer and Info Point, but for health and safety reasons are not allowed in Bee. This is because this space is particularly busy and is used as a main thoroughfare and fire escape. It can get very crowded and chairs could obstruct routes through this part of the building.

If you are selling food please make sure your hair is tied back and that all items of food are wrapped and covered individually. If the food is homemade, please ensure your food hygiene certificate is on display.

Please adhere to the LUU rules on flyering: only 'informed flyering' is permitted within the building. This means you should engage passersby in conversation before handing them a flyer.

Walkways and fire escape routes must not be obstructed during a stall booking. Please follow the precautions you identified on your risk assessment to ensure your booking runs smoothly and successfully.