

TERMS & CONDITIONS

VOLUNTEER RECRUITMENT FAIR 2023

Please retain this sheet for information

1. Volunteer Edinburgh (VE) subsidises this event – the fees paid by exhibiting organisation contribute to costs incurred for booking of the venue, administration, catering, sundry costs, and marketing of the event.
2. On the day itself you will be provided with a trestle table (6' x 3' - 1.8m x 0.9m), table cover, 2 chairs and a 2 square metre space behind each stall for your own display/seating. If your display exceeds the allocated space, you will be asked to remove it. There is no wall space available behind the stalls.
3. Every organisation/stall be provided with 2 catering voucher lots – each includes 2 refreshment vouchers, and 1 lunch voucher. The vouchers can be redeemed at the café inside the venue. Organisations may **purchase additional vouchers at £9.00 each** (must be booked in advance). As always, a café will be open for the public and stallholders throughout the day.
4. In order to assist us in continually improving this event we ask all organisations taking part to provide us with feedback on how useful the fair has been for you. This data will be collected on the day. Thank you for your assistance in this.
5. Stewards (from VE) will be available on the day. Stewards are there to generally take care of you and help wherever possible – however they will not be able to staff your stall.
6. Organisations must not use this event to sell or collect for their organisation. This event is to promote and encourage volunteering to the general public.
7. Volunteer Edinburgh reserves the right to allocate stalls on receipt of the booking form or on receipt of payment – we endeavour to do this as fairly as possible by allocating random stall places. We cannot accept requests for a specific area or room.
8. There is a waiting list for stalls at this event. It is important to let us know as soon as possible if you are not able to attend, so that other organisations that are waiting can be allocated your space. Any no-shows on the day that we have not been given advance notice of will be followed up. **Please note we are unable to reimburse organisations if they cancel less than 48 hours prior to the event.**
9. If Covid- related reasons result in **a)** the event being cancelled or **b)** Volunteer Edinburgh no longer being able to accommodate your booking, for example due to reduced stall numbers, then Volunteer Edinburgh will refund the cost of your booking in full. If **you** have to cancel your booking because of ill health of any kind, you will receive a full refund as long as you provide Volunteer Edinburgh with at least 48 hours' notice before the event. Cancellations within 48 hours of the event are non-refundable.
10. We ask that anyone who is experiencing symptoms of covid or who is otherwise unwell does not attend the event.
11. Access to the venue for setting up of stalls will be from 9.am to 10.30am on Wednesday 13 September 2023. The event itself will be open to the public from **10.30am to 6.30pm**. Dismantling of stalls should take place between 6.30pm and 7pm. We ask stallholders **NOT** to dismantle their stalls before **6.30pm**. Between 5pm and 6.30pm can be a busy time and it gives a very negative message to the visiting public if stalls are standing empty. **This is imperative and no dismantling of stalls should take place before the allocated time.**
12. If you have any particular access requirements, for example if you need space for a wheelchair behind the stall, please inform us at time of booking. Alternatively, email events@volunteeredinburgh.org.uk and let us know you access requirements.
13. Failure to make payment before the end of **Thursday 31 August** will result in your stall being offered to someone else on our waiting list

14. **Privacy Notice:** We take your privacy very seriously. We use your data and details to provide you with the best service we can. We won't share your personal information with third parties unless you give us your permission, ask us to or expect us to as part of the service we're giving you.

For the Recruitment Fair we collect information from you such as organisation name, website address and contact details. We will only publish your name and contact details in the programme if you ask us to.

We will keep your information for as long as you are an active contact. If we do not have any contact with you for a period of three years, your information will be deleted from our system.

Further Information on Volunteer Edinburgh's Privacy Notice can be found on our website [here](#). Alternatively, please ask a member of staff for a copy.