2011 Promotional sampling
Rate card information pack

Sampling of promotional products and materials on campus is a lucrative way to reach a maximum number of students.

Griffith has approximately 35,000 enrolled students – almost 11,000 of which attend Nathan campus. Our community comprises of students from more than 80 countries, offering advertisers and sponsors an opportunity to reach a diverse population. Sampling is a highly effective means to distribute product and information to this market.

Griffith’s Nathan, Logan and Mt Gravatt campuses are located away from the central business districts. This makes Griffith a great place for advertisers to get students’ attention.

At Griffith University, Campus Life offers organisations the opportunity to access our students via holding a stall or roaming promotions on certain days.

Sampling can be held in high-traffic areas packed with students taking advantage of the catering outlets, entertainment, and eating and relaxing at various times of the day.

While sampling can be during most days in the academic year, Campus Life hold various events and activities throughout each semester which present an ideal opportunity to maximize your exposure. Regular market days are held at the Logan, Mt Gravatt and Nathan campuses.

Sampling on campus can be done in two different ways.

1. You come onto campus on one of the regular market days or event days we hold, between 10am - 2pm.
2. You come onto campus on a day of your choosing (dates and times subject to approval)

Application process:
Fill out the Rate Card application form and return to

Natalee Black
Events Coordinator
Campus Life, Griffith University
Phone: 07 3735 5436
170 Kessels Road
Nathan Qld 4111
Fax: 07 3735 7634
Email: n.black@griffith.edu.au
Terms and conditions

Public Liability
All organisations coming onto Griffith University premises for promotional purposes must be covered by public liability insurance for a minimum of $10,000,000. You are required to submit a copy of your policy details with this application. Confirmation of your stall allocation will not be provided until this has been submitted.

Site Statute
Activities on the University Campus are governed by a Site Statute and the sale of goods is an activity covered within the statute. Stalls are to comply with the requirements of the Statute, as well as the operating guidelines set out below. Site statute conditions state you must:

a. not use the site, except as authorised and in accordance with best industry practices and to the University’s reasonable satisfaction;

b. leave the site in a clean, litter-free and undamaged condition;

c. not display advertising or directional material without the University’s consent and comply with any requirements of the University about signage. All advertising or directional materials must be removed from the University on completion of the event you are on campus for;

d. not light any fires on site;

e. not disturb, damage or remove wildlife, plants, rocks, soil or firewood;

Other conditions to be aware of include:

- Smoking will not be permitted on the Site if it comprises part of or is within 5 metres of a building on the Campus. You must at all times comply with the Griffith University Smoking Policy 2007;

- Alcohol may only be sold or supplied from the Site with the consent of the University and under such terms as agreed by the University. You must at all times comply with the Liquor Act 1992 and any other requirements of the University

Failure to comply with requirements of the Site Statute, will forfeit your access to the Campus, and may incur cleaning or other costs.

Obligations
The following general conditions apply to all stall applications:

- The University reserves the right to grant or refuse an application for a stall permit.

- Casual traders are not permitted to offer items available from existing commercial tenants, without prior approval. Any trader found to be competing with existing tenants will be requested to remove the product line, or risk withdrawal of future permits. Similarly, casual traders will not be permitted to compete with existing business arrangements between the University and outside bodies.

- No external operators will be permitted to operate food stalls, without prior discussion and approval from Campus Life.

- Operators are required to comply with any state or local government regulations or requirements, which cover the service or products offered.

- Stalls are not permitted in areas other than those designated. Within the designated area, a stall shall not exceed 3 x 3 metres, unless otherwise approved by Campus Life.

- No use of loudspeakers or amplification is permitted without prior approval.

- No soliciting - promoting your product on campus cannot involve approaching students with the view to get them to participate in any other activity.

- Vehicles must observe parking restrictions and signage. A parking permit is included in the fee paid. All vehicles must park with a valid permit in an appropriate parking zone. Please read signs carefully as no responsibility will be taken by Campus Life, should you acquire a parking fine.
Please note

- Prices & other details in this rate card are subject to change without notice.
- Cancellation of a promotion must be made to the events coordinator at least 24 hours prior to event. Failure to do so may risk the loss of any fees paid.
- Rates do not include agency commission.
- Should any campaign be refused, Griffith University will not be liable for the costs incurred by the advertiser.

Workplace health and safety requirements

All stall holders must comply with the Workplace Health and Safety Act 1995 / Regulations and all subsequent amendments. Failure to comply with the Act will result in the forfeit of your Stall Permit and may lead to the loss of future access to the University. The Legislation includes, but is not limited to, the following:

- All electrical equipment (including appliances, extension leads and power boards) bought onto the University Campuses by Stall holders must be tested by a qualified electrician and tagged accordingly. All electrical tags must show the date by which equipment must be inspected and re-tagged. All electrical equipment must have an earth wire. Power boards with overload cut-out switches must be used instead of double adaptors and piggyback plugs. A Campus Life staff member will observe and oversee the setting up of a stall requiring access to electricity.
- Children must be supervised at all times while they are on campus. Children cannot be allowed access to areas where unreasonable health and safety risks have been identified. The University reserves the right to direct that a child be removed from campus when the child is exposed to an unacceptable health and safety risk, or when the presence of the child is causing an unacceptable health and safety risk or an unreasonable level of disruption to others.
- Stall holders must ensure that their stalls do not obstruct major walkways, emergency exits or services for people with disabilities (such as Access Ramps, Safety Railings, Brail Paths etc).
- All incidents (with and without injury) involving stall holders or customers must be reported and recorded using the ‘Griffith University Incident/Hazard Report Form’. These forms are available from Campus Life staff.

Emergency evacuation procedures

In the event of an emergency, please follow the instructions of the Building Warden or Griffith University Security Staff. The closest Emergency Meeting Point on each campus is as follows:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Market area</th>
<th>Emergency assembly area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan</td>
<td>Undercroft</td>
<td>Humanities lawn</td>
</tr>
<tr>
<td>Nathan</td>
<td>Johnson path (N53 area)</td>
<td>Humanities lawn</td>
</tr>
<tr>
<td>Nathan</td>
<td>Johnson path (N66 area)</td>
<td>Lawn in front of N66</td>
</tr>
<tr>
<td>Logan</td>
<td>Community Place</td>
<td>Community Court or entrance to Community Place</td>
</tr>
<tr>
<td>Mt Gravatt</td>
<td>Library Undercroft and Community building</td>
<td>Library Undercroft</td>
</tr>
</tbody>
</table>

If hazard, potential hazard or emergency occurs in the market area, please contact security on 1800 800 707 from all telephones, or on extension 7777 from an internal phone.
Promotional Sampling Rate card 2011 - Application Form

Applications must be returned with public liability insurance details at least five (5) working days prior to the requested date.

Deliver to: Griffith Sport, Nathan campus (Level 1, The Hub building, N11)
Mail to: Griffith Sport, Griffith University, 170 Kessels Road, Nathan, 4111
Fax: 07 3735 7634 | Phone: 07 3735 5436 | Email: n.black@griffith.edu.au

Organisation contact details for invoicing purposes (please print neatly)

Name of organisation.............................................................................................................................................................. ABN...........................................
Contact name......................................................................................................................................................................................................
Mobile............................................................................................Fax.................................................................................................................
Postal address..............................................................................Email .............................................................................................................

Please specify the nature of promotional activity, describe in detail what you will be doing, including equipment, info to be distributed etc.

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Public liability

All stall holders must be covered by public liability insurance for a minimum of $10,000,000. You are required to submit a copy of your policy details with this application. Confirmation of your stall allocation will not be provided until this form is submitted.

The following sampling opportunity is requested (all amounts listed include gst):

1. You come onto campus on one of our regular market days or event days that we hold on campus (contact the Events Coordinator for dates of the remaining market days for the semester)

Please circle: Nathan Logan Mt Gravatt
Nathan campus: $400
Logan or Mt Gravatt campus: $200
Please indicate preferred date .................................................................................................................................................................................

Total to be invoiced $ ...............

2. You come onto campus on a day of your choosing

Date/s requested: ........................................................................................................................................................................
Time/s requested: ........................................................................................................................................................................

Please circle: Nathan Logan Mt Gravatt South Bank
Nathan campus: $500
Logan, Mt Gravatt or South bank campus: $300
Nathan plus Logan and/or Mt Gravatt and/or South Bank: $600

Total to be invoiced $ ...............

I have read and agree to abide by the terms and conditions stated in this rate card. A copy of public liability insurance is also included.

Signed............................................................................................Date

Griffith University collects, stores and uses personal information only for the purposes of administering accommodation. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University’s Privacy Plan at www.griffith.edu.au/ua/aa/vc/pp

I/we acknowledge that I/we are participating in the market day at the Griffith University Campus at our own risk and Griffith University is not responsible or liable to me/us for any injury, accident or loss of personal or business property. I/we do hereby release Griffith University from any claim or cause of action in respect of any such injury, accident or loss.

OFFICE USE ONLY

Date received ............................................................. Entered: Yes / No ............................................................. PL Policy: Yes / No