

## Burnaby Clubs Days Terms & Conditions

By booking a table at Clubs Days, each group (club, student union, or other affiliated groups) agrees to abide by the following terms and conditions:

- All clubs must allow any interested SFU undergraduate students and FIC students to join their club.
- Only executives with room-booking authority in a club with “Approved” status can book Clubs Days tables through the Club/DSU Portal. Active Student Unions and Clubs with “Approved” status get first priority.
- Tables are booked on a first-come, first-served basis. Clubs and Student Unions get booking priority on the waitlist over non-SFSS campus groups.
- Groups are allowed to book 1 table per day, up to 2 days of Clubs Days. Groups may register for a waitlist for additional days by emailing [clubsdays@sfss.ca](mailto:clubsdays@sfss.ca)
- Groups can change their booking up to 48 hours before Clubs Days begins, and can cancel their booking up to 24 hours before Clubs Days begins. After that, they must commit to the table/ dates they have booked.
- Groups must show up to claim their booked table by 11:30 a.m.
  - o If a Group does not show up by 11:30am, they will forfeit their table and will be charged a no show fee of \$20.00/per day.
- Groups who do not have a confirmed booking may register for the table waitlist on any particular date of the event. The SFSS may approve bookings and allocate tables 1 hour after the start of the event.
- All the tables must be attended by an executive at all times and are required to be cleaned up no earlier than 1:30 p.m. Groups must monitor their own belongings and the SFSS is not responsible for any lost or stolen equipment.
- Groups may not physically move any materials and equipment which include but are not limited to: tables, chairs, rolling boards, electrical connections, etc.
  - o Electricity will only be provided to clubs that email [clubsdays@sfss.ca](mailto:clubsdays@sfss.ca) to request power connections. This must be done at least 7 business days before Clubs Days begins.
- External groups are not permitted to promote their services through an SFSS club or in-person at SFSS Clubs Days.
  - o External Groups cannot collaborate with an SFSS Club/Student Unions/Groups to be able to promote their services at SFSS Clubs Days.
- Clubs cannot display promotional materials, including but not limited to food items, banners and posters from external groups.
- No external speakers or loud music at the table is permitted at the Burnaby Clubs Days.

- Activities/games at Clubs Days cannot be affiliated to gambling or inappropriate behaviors (e.g. mahjong, poker, beer bong)
- Groups may not leave the immediate table area to solicit passerby. Group must keep all items related to tabling within the space of the table and within the designated area behind the table.
- The sole purpose of Clubs Days is the promotion of undergraduate student clubs and student unions and other student-led groups. The promotion of external businesses, services or groups is prohibited.
  - o Groups may request external support by emailing [clubsdays@sfss.ca](mailto:clubsdays@sfss.ca) 10 business days before Clubs Days begins. Approval of externals will be on the discretion of the SFSS Member Services Coordinators/SFSS Council.
- If groups are handing out snacks, the food items must meet the following requirements: approved for distribution in Canada, **pre-packaged**, listed ingredients in English. If the food items do not meet these standards, distributing groups will no longer be able to participate in Clubs Days until the following semester.
- Groups are not permitted to fundraise or sell merchandise for their groups at Clubs Days. The SFSS reserves the right to terminate any fundraising activities.
- Groups are allowed to collect membership fees at Clubs Days. Cash transactions are not permitted in Convocation Mall or the Academic Quadrangle. Clubs are responsible for the care of all funds in their possession. The SFSS is not liable for any lost or missing funds resulting from the SFSS Clubs Days.
- Suspended groups are not permitted to participate in Clubs Days until they have resolved any pending issues with the SFSS Member Services Coordinators.
- Failure to comply with any of the terms outlined in this document will result in disciplinary action at the discretion of the SFSS Member Services Coordinators/SFSS Council.