

## 26. Arc Events: O-Week, O-Day, Foundation Day and more

Occasionally, the Arc Clubs Newsletter will contain information on how to book for stalls for your Club at events like:

- O-Week
- O-Day
- Welcome Back Day
- Foundation Day
- International Night Markets
- Clubs Taster Day

We advise you to check your emails regularly and follow the instructions in the Newsletter to secure a stall well before the deadline.

O-Week stall applications generally open towards the end of Term 3 the year before, and close around November/December that same year. Late applications may be accepted, but since the scale of the event is so big and there are a lot of different aspects to consider, there is no guarantee that spaces can be allocated to late applicants.

For other events such as O-Day, Welcome Back Day and Foundation Day, limited stalls are available, so stall spaces may fill up before the deadline.

All of these events will require a monetary deposit to be paid on time in order to secure your stall. Depending on the event, the amount for the deposit may vary. This deposit will be refunded directly to your Club's bank account after the event. Alternate refund arrangements may be made in special circumstances (generally only if your Club is still in the process of setting up its bank account), however be aware that there may be a deadline to collect deposits, after which you forfeit your deposit to Arc.

There will be terms and conditions that you will need to abide by if booking a stall. These will include general responsibilities such as keeping your stall and surrounding area clean and damage-free, arriving on time to the event, packing up in a timely matter, and ensuring good behaviour is displayed by all Club representatives at all times. All relevant details will be clearly communicated to

you via email. By paying your deposit, you verify that you have read the terms and conditions and will abide by them. Any breach of these conditions will result in some or all of your deposit being forfeited to Arc.

## Related Documents

**Clubs Handbook** ([www.arc.unsw.edu.au/clubshandbook](http://www.arc.unsw.edu.au/clubshandbook))

- Section 14 – Work Health and Safety (WHS)
- Section 15 – Managing Risk
- Section 22 – Managing Club Events
- Section 27 – Promoting your Club
- Section 28 – Fundraising and Sponsorship

## Help!

### Visit Us

Drop in and talk to us. The Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

### Call Us

Call us at 9385 9840

### Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

### Office Hours

During Term: 8:30am-6pm Mon-Fri

Outside Term: 9am-5pm Mon-Fri (access to the Clubs Space by appointment only)