Keele SU Housing Fair 2026 Terms and Conditions

Please note: 'Landlord' is used throughout these terms and conditions to also mean agents or anyone acting on behalf of an accredited landlord.

Please read the following terms and conditions carefully, they contain important information about the Fair. By booking the Fair you are agreeing to these terms and conditions.

1. Eligibility & Requirements

1.1 Only landlords who have an in-date Accreditation Certificate from a local or nationwide landlord accreditation scheme, like the National Residential Landlords Association (NRLA) or the Private Rented Sector Accreditation Scheme (PRSAS) are eligible to attend the Fair. Letting agents can only advertise properties that are owned by eligible landlords. Checks on accreditation status and tenancy agreements will be made on all bookings by the ASK team.

1.2 Only landlords who have pre-booked a stall will be permitted to join the Fair. Landlords who arrive on the day and without a booked stall will always be refused entry and asked to leave the building.

1.3 Landlords are only permitted to advertise properties in the Keele SU Ballroom (or other area designated by Keele SU) and on a designated stall. Advertising anywhere else in the building or campus is not permitted. Any promotional material found around the Keele SU building will be removed.

1.4 Your attendance at the Fair is always at the discretion of Matt Steele (Head of Student Engagement) and we reserve the right to cancel your booking if we deem it necessary. See below for refund policy.

1.5 As part of the quality checks undertaken by Keele SU (see 1.1), you are required to submit a copy of your tenancy agreement for checking by Advisers from Advice & Support at Keele SU (ASK). The final decision on whether an agreement is acceptable will be made by Matt Steele (Head of Student Engagement). Your booking at the Fair is not confirmed until these checks are completed to a satisfactory level.

1.6 Landlords are strictly forbidden from advertising properties on behalf of a different landlord who has not been approved for the Fair. Any landlord found to be contravening this clause will be asked to leave the Fair.

1.7 Places at the Fair are limited and are allocated on a first come, first served basis. The dates that bookings will be open will be advertised on our website. However, we always reserve the right to close bookings early if all spaces have been filled, with no notice given.

1.8 Keele SU will advertise bookings for the Fair through Keele University's Studentpad mailing list. It is the landlord's responsibility to ensure that contact details are kept up to date with the scheme.

1.9 Keele SU will take reasonable steps to advertise the Housing Fair to our students; however, we are not able to guarantee student attendance. No refunds can be issued for a low student turnout at the event.

1.10 Landlords are only permitted to book one stall, consisting of a single table. We do not offer multiple stalls.

1.11 Landlords are allocated space within the Fair at Keele SU's discretion, changing position or tables on the day is not permitted.

1.12 Keele SU does not accept any liability arising out of the cancellation or modification of all or part of this event for any reason.

1.13 Keele SU assumes no liability for loss or damage of exhibitor's equipment.

1.14 Keele SU reserves the right to remove from display any material from exhibitor's stalls that are deemed as unsuitable by Keele SU.

1.15 No exhibitor may take or receive monies by cheque or card payment or otherwise from any participant on the day of the Fair.
1.16 Keele SU reserves the right to make alterations to the facilities including changing the location of the Fair, if necessary.

1.17 Keele SU will issue parking instructions to landlords on confirmation of booking. We do not accept any liability for parking charges issued to landlords for parking otherwise than in accordance with these instructions.

2. Cost & Payment

2.1 The full booking fee is payable as an online payment when booking a stall.

3. Cancellation & Refunds

3.1 All cancellations must be made in writing and be received at least 7 calendar days prior to the event. This should be addressed to Matt Steele (Head of Student Engagement) on su.housingfair@keele.ac.uk.

3.2 The following charges shall apply to cancellations:

3.2.1 Where a cancellation is made less than 7 calendar days before the event, you agree to pay Keele SU the total cost.

3.2.2 Where Keele SU refuses your entry to the Housing Fair (see above), a full refund will be given.

4. Keele SU Policies

4.1 You are required to always uphold Keele SU's policies and be as environmentally and ethically responsible as possible. This includes the Equal Opportunities Policy, the Health & Safety Policy, and the Marketing Policy.

4.2 Landlords are expected to be polite and reasonable when talking to students and not put any undue pressure on them to enter tenancies or attend viewings.

5.0 Coronavirus

5.1 Keele SU's main priority is to keep everyone safe and so we reserve the right to cancel or make changes to the Housing Fair, whilst considering government, local and institutional safeguards.

5.2 If the Housing Fair is cancelled because of Coronavirus restrictions (see 5.1) then full refunds will be issued to landlords.

5.3 Keele SU accepts no responsibility or liability for any losses incurred due to the Housing Fair being cancelled.

5.4 If the Housing Fair event changes due to Coronavirus restrictions and you no longer wish to attend then we will issue a full refund.

6.0 General Data Protection Regulations (GDPR)

6.1 Keele SU is committed to protecting the privacy and confidentiality of personal information relating to exhibitors. Personal data held by Keele SU will be used for the purposes of administering / managing the business relationship only.

6.2 Disclosure of personal information to a third party will only occur with the express permission of the exhibitor, unless Keele SU has a legal / statutory obligation to disclose the information or to protect the vital interests of the exhibitor, e.g. where disclosing the data is required to fulfil a medical emergency.

6.3 In accordance with the General Data Protection Regulations, an exhibitor has the right to request information held about them and to who is has been disclosed to. Requests need to be made in writing to the data protection officer at it.support@keele.ac.uk

6.4 Any information collected by exhibitors at the fair may only be used for that exhibitor and may not be passed on to any third party. Exhibitors are required to comply with the provisions of the General Data Protection Regulations in relation to any data collected or obtained during the event.