

**UNIVERSITY FUNCTION – EXTERNAL GUESTS/
REPRESENTATIVES/SPONSORS/EXHIBITORS
ON UNIVERSITY GROUNDS**

1. Business Name of Representative/Sponsor/Exhibitor: _____
 Contact Name: (Please print) _____
 Telephone: _____ Mobile: _____
 Nature of Sponsorship/Exhibit: (Please give details) _____

 Are charges involved: Yes No
 Please give details: _____

2. Business Name of Representative/Sponsor/Exhibitor: _____
 Contact Name: (Please print) _____
 Telephone: _____ Mobile: _____
 Nature of Sponsorship/Exhibit: (Please give details) _____

 Are charges involved: Yes No
 Please give details: _____

3. Business Name of Representative/Sponsor/Exhibitor: _____
 Contact Name: (Please print) _____
 Telephone: _____ Mobile: _____
 Nature of Sponsorship/Exhibit: (Please give details) _____

 Are charges involved: Yes No
 Please give details: _____

4. Expected number of External Guests (not representing a Business /Sponsor/Exhibit) _____
 Are charges involved: Yes No
 Please give details: _____

I certify that a background check has been completed and confirm each of the above listed External Guests/Representatives/Sponsors/Exhibitors do not have a conflict of interest in any way or form with the University of South Australia.

The above External Guests/Representatives/Sponsors/Exhibitors have been made aware of, and understand they are obliged to comply with UniSA WHS policies and procedures.

 General Manager/Unit Manager Name

 Signature

*If there is insufficient space provided please complete an additional FM-163 University Function – External
 Guests/Representatives/Sponsors/Exhibitors on University Grounds Form*

**PLEASE ATTACH AND SUBMIT WITH THE FM-153 STAFF FUNCTION APPROVAL FORM TO THE RELEVANT FM ASSIST
 OFFICE**

Disclaimer:

The University of South Australia makes no representations about, or accepts liability in relation to any of the goods or services referred to in any of the notices and/or displays exhibited on University grounds and shall be indemnified from all actions, proceedings, claims, demands, damages and costs whatsoever which may be taken or made against the University of South Australia.