# Careers Fairs – City, University of London

**TERMS & CONDITIONS EXHIBITORS:**

**What we offer**

1. We will promote your company and participation on our website, printed and digital materials.
2. We’ll promote the event across London and to our partners in the run up to, during and after the event.
3. We’ll provide you with a supply of online publicity materials to help promote the event to your networks.
4. We will provide you with a named point of contact depending on your sector
5. We will provide a list of exhibitors and fair guide.
6. Exhibitors will be allowed to take a reasonable number of photographs and videos for their own promotional use.

# What we expect of Exhibitors Floorplans and prices:

# Requirement of electric supply must be given ahead of the event and is available subject to availability

# Exhibitor packages will consist of 2 tables and 2 chairs within the venue

1. City, University of London reserves the right to make final decisions about allocated pitch locations according to the number, size and type of exhibitors.

# Booking forms:

1. All exhibitors must complete the appropriate fair booking form.
2. All exhibitors must provide details of their company and other materials which will be used in our fair guides, both in print and digitally.
3. All exhibitors must provide a company logo which will be used in our fair guides, both in print and digitally.
4. Confirmation of your booking will be sent once the form submission has been received
5. In the event of an exhibitor giving written notice of their intention to cancel or failing to be set up by 1:30pm on the day of the event, City, University of London reserves the right to reallocate the pitch.
6. Regrettably no refunds on bookings can be offered for cancellations one month before the event or failure to attend on the day.
7. Cancellations made over 1 month before the event are subject to 50% charge of their booking
8. City, University of London reserves the right to cancel the event should it consider this necessary. In this event all application fees will be refunded. The exhibitor agrees to waive all other claims including.

# Event Set Up:

1. Exhibitors will have access to the venue 2 hours ahead of the start of the event on the day of the fair to set up their pitches.
2. We do provide onsite security but can take no responsibility for loss or damage to individual items.
3. All pitches must be set up by 1:00pm.
4. Exhibitors who have not arrived by 1:30pm will not be allowed to exhibit and fair fees will not be refunded.
5. Exhibitors must ensure their pitch is kept tidy and within the space allocated.
6. City, University of London reserves the right to remove any items that are presented outside of the assigned area for health and safety reasons.
7. We reserve the right to remove any inappropriate items displayed not in accordance with the approved list of items supplied by the exhibitor at application stage.
8. Under no circumstances should anything be nailed, screwed or glued to tables, floors, building fabric or fixtures and fittings. Damage will be charged to exhibitors at full replacement cost.
9. We will provide reasonable vehicular access but each exhibitor will be responsible for transporting and setting up their pitch.
10. Exhibitors must ensure the stand is staffed and kept open between 2:00pm and 4:00pm.
11. We reserve the right to prevent or remove exhibitors deemed unsuitable or inappropriate for the Festival.

# Electricity:

1. Electric points are only available by prior arrangement.
2. All electrical equipment must be PAT tested prior to the event to the satisfaction of the venue. Exhibitors will be asked to remove untested equipment.
3. Generators are not allowed.

# Requirement of electric supply must be given ahead of the event and is available subject to availability

# Sound, vision and lighting

1. Any music or visual effects must be approved ahead of the event.
2. We reserve the right to refuse unreasonable or excessive music or visual effects.
3. Exhibitors must ensure any sounds or effects does not cause annoyance to other exhibitors.

# Safety:

1. All exhibitors must ensure they meet the Health and Safety at Work Act and Fire Safety Regulations and any additional regulations applying to the venue.
2. Details of any large or heavy equipment must be detailed and information sent ahead of the event.

# Insurance:

1. Exhibitors must carry their own public liability and appropriate goods/services insurance.
2. Exhibitors are responsible for the safety of anyone associated with their stand and anyone that may be affected by the activities and services offered there.
3. We cannot be held responsible for loss or damage to products or persons during the event.
4. Exhibitors shall indemnify us from any loss, liability, claim or demand.

# Event Knock down:

1. Exhibitors are responsible for fully dismantling their stands within an hour of the event finishing.
2. Stand dismantling may not begin until the event closes unless otherwise specifically approved by us.
3. Exhibitors are responsible for the disposal of rubbish.
4. Exhibitors are responsible for damage to property or persons during event set up and knock down. Exhibitors must take reasonable care to avoid damage to the venue when setting up and dismantling stands and transporting materials. Disputes
5. Exhibitors are responsible for the removal of branded materials given out on the day
6. We will attempt to settle any disputes to the satisfaction of both parties.

# Use of the City, University of London brand:

1. The “City, University of London” brand may not be used, altered or reproduced without the express written permission from us. We reserve the right to refuse permission to use the brand.
2. The Committee will take and use images, photographs and videos of the event.