



UCD Careers Network

Exhibitor Terms & Conditions 2024/25

By registering for the Event, you are agreeing to these terms, which form a legally binding contract between UCD Careers Network and the registered exhibitor, sponsor, or participant (“Exhibitor/Sponsor” or “you”). If you are registering on behalf of another party, it is your responsibility to ensure that such party is aware of these terms and accepts them; by completing the registration you are warranting that you have made the party aware of these terms and that they have accepted these terms.

1) Payment Terms

- Payments for all Exhibitors/Sponsorships are due within 30 business days of registration. If payment has not been received by this date, we reserve the right to allocate your stand to the next organisation on the waiting list.
Please contact us at careersfinances@ucd.ie if your internal process requires a longer payment period.
- If there are any outstanding invoices from past Events, we will ask you to clear those before we are able to confirm your new booking.
- All prices are including VAT, which is charged at 23%. This is payable by all organisations, regardless of the country they are based in, except if a VAT exemption certificate (13B) is held. If your organisation holds a VAT Exemption certificate, please upload as part of the booking form or email a copy to careersfinance@ucd.ie, where a member of our team will liaise with you.

2) Booking Policy

- Exhibitor bookings close three [3] weeks before each fair, after this deadline, if places are still available, the UCD Careers Network can facilitate new exhibitor bookings until each event has reached capacity. Please note, due to print and design deadlines, exhibitor bookings received less than three weeks before the events are not guaranteed to be included in event promotional material (e.g., Fair brochure, marketing material, floorplan, etc.)

3) Exhibitor/Sponsor Cancellation Policy

- Should you wish to cancel your attendance or sponsorship, written notice is required at least 28 days in advance of the event in order to receive a full refund.
Cancellation notices must be sent to careersevents@ucd.ie and UCD Careers Network will confirm the cancellation once received.
- If cancellation is received in less than 28 days before the event, the Exhibitor/Sponsor will be required to pay the full amount of the attendance fee or sponsorship package respectively.
- In the event of a no-show on the day of the Fair, the Employer will not be entitled to a refund and is obliged to pay the full cost.

4) Prohibited Conduct

- UCD Careers Network reserves the right to deny admission to anyone who, in UCD Careers Network's sole discretion, engages in or is reputed to engage in unethical or non-compliant marketing practices.
- Exhibitor/Sponsor/Staff Members that demonstrate partial nudity, indecency, or conduct, inappropriate for a mixed audience will not be allowed.
- Exhibitor/Sponsor may not display marketing collateral containing illegal subject matter, racially or ethnically discourteous content, weapons of any kind (e.g., knives, box-cutters, corkscrews), or depict nudity or sexual conduct of any kind. No material or merchandise containing illegal subject matter, racially or ethnically discourteous content or depict nudity or sexual conduct of any kind (e.g., promotional condoms), may be sold, given, or distributed in any way. Non-compliance may result in removal of offensive material or expulsion from the conference with no refund of fees. If you are unsure whether your materials violate this provision, please contact us at careersevents@ucd.ie before the event.
- Unless prior arrangements are agreed in writing, any marketing materials (including, without limitation, bag inserts, signage, or other promotional items) left at a UCD Careers Network event by an Exhibitor/Sponsor following the end of such Event shall become the property of the UCD Careers Network, with or without notification to Exhibitor/Sponsor; for clarity, UCD Careers Network will have sole discretion regarding use or disposition of any marketing materials left by Exhibitor/Sponsor following the end of a UCD Careers Network Event.

- You are required to keep in line with your allocated stand area and any additional marketing equipment etc. videos, photo booths etc. must be approved by the UCD Careers Network.

5) Health & Safety Requirements for Exhibitors

- **Security**

The UCD Careers Network and O'Reilly Hall will take all reasonable safety and security precautions to ensure the efficient functioning of the exhibition. Equipment and material must not, in any way, endanger or otherwise inconvenience the exhibition, other exhibitors, visitors, public or UCD personnel. Any exhibition material, which in the opinion of O'Reilly Hall represents a potential danger, may not be brought into the exhibition area. No installation will be permitted which will hinder access by UCD personnel to other areas of the O'Reilly Hall.

- **Fire and Safety**

Stands Materials must be non-combustible and flameproof complying with the requisite standards of the 1989 Code of Practice for Fire and Safety Furnishings and fittings in places of assembly, as issued by the Department of Environment, Ireland or appropriate EU standards. Exhibitors should carry the appropriate certification in the event of requests by the Fire Authority for proof of compliance with Irish/EU Standards.

- **Health and Safety Legislation**

Exhibitors are responsible for ensuring that all construction and installation work complies with relevant Irish/EU Health and Safety Legislation. The installations may be inspected by the relevant Authorities for compliance.

- **Food Notices**

If you are offering food please ensure appropriate signage is displayed in line with [Food Safety Authority guidelines](#) e.g: clearly label food allergens contained in the food. Exhibitors may not distribute hot food within O'Reilly Hall (e.g., pizza).

6) Delivery of Conference Materials

- The receipt of materials or equipment must be arranged in advance with the UCD Careers Network. However, UCD is unable to accept responsibility for any losses or damages. No deliveries will be accepted by the University prior to the date of the

event. All packages received before the event date will be refused, unless previously agreed with UCD.

Delivery instructions for programmed materials should read:

UCD Contact: Fiona Rodgers

UCD address: UCD Conference and Events,
O'Reilly Hall & University Club
UCD Belfield, Dublin 4

C/o UCD Careers Fair

Event Date (as appropriate)

- UCD cannot guarantee prompt delivery of improperly labelled packages. Due to limited space, UCD will not accept any shipments more than 1 day prior to the Arrival Date. Any storage needs must be arranged with the Events Manager in advance. The Exhibitor will be responsible for packaging, labelling, and shipping of outgoing materials. UCD assumes no responsibility of storage or mailing of outgoing materials.
- The Exhibitor will arrange collection of any items post event, on the final day of the event or conference. UCD reserves the right to dispose of any items left on the premises after the due date for collection of the same.
- The Exhibitor must advise the UCD Careers Network of any packages that they are sending to University College Dublin for their event . These packages must be clearly labelled with the client's name, date of event, venue of the event within the University and a contact name & number.
- All displays, exhibits, stands, poster boards or materials are the responsibility of the client. University College Dublin accepts no liability whatsoever for any loss or damage caused. All displays, products or exhibits must be removed from the venue at the end of each day unless the venue is reserved on a 24-hour basis.

7) Insurance

- O'Reilly Hall will not be held responsible for damages, loss or theft incurred by the exhibitor, visitors or by any other person. This extends to the use of all College car parking facilities.

- The exhibitor is responsible for damages to O'Reilly Hall property, to individuals, whether the damage is caused by him or herself, by his or her staff or by his or her installation. O'Reilly Hall assumes no responsibility for objects exhibited, nor for any damage caused by third persons to said objects.
- The exhibitor is required to indemnify UCD, its officers, employees and agents against all claims, demands or liabilities and costs arising out of any acts or omissions in the part of the exhibitor, its officers, directors, employees, agents and visitors or business guests. Exhibitors are required to have appropriate levels of insurance in place to cover this liability and to produce proof of such to the conference organisers prior to commencement of the event.

8) Accessibility and Sustainability

UCD Careers Network aims to make our Events as accessible and sustainable as possible. We encourage our exhibitors to

- keep all pathways in the event hall clear to ensure access is not affected.
- bring your own reusable coffee cups if available.
- populate your MyCareer Profile and provide QR codes to digital material rather than bring hard copy materials, fliers and brochures.
- where possible, consider promotional materials made from long lasting, sustainable materials, i.e. not plastic.
- use public transportation to come to the Fair.

For all queries relating to the above please contact Careers Network Administrative Team Lead, Hannah Lamont (hannah.lamont@ucd.ie), or Career Development Assistant, Alessia Talarico (careersevents@ucd.ie).

Last updated May 2024