

EXHIBITOR TERMS & CONDITIONS

These are the terms (the “Agreement”) that govern your attendance at or participation in a UCD Careers organized event (collectively referred to herein as the “Recruitment Fair”) event (the “Event”). By registering for the Event you are agreeing to these terms, which form a legally binding contract between UCD Career Development Centre. (“UCD CDC”) 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.

1.0 EXHIBITOR/SPONSOR CANCELLATION POLICY

1.1 **WRITTEN NOTICE IS REQUIRED WITHIN 28 DAYS IF CANCELLING STAND, IN ORDER TO RECEIVE A FULL REFUND.**

IF AN EXHIBITOR OR SPONSOR CANCELS AFTER BOOKING HAS BEEN SECURED, FOR ANY REASON, THE EXHIBITOR OR SPONSOR WILL BE RESPONSIBLE FOR THE ENTIRE EXHIBITOR OR SPONSORSHIP PACKAGE FEE IF WRITTEN NOTICE IS NOT RECEIVED WITHIN 28 DAYS BEFORE DATE OF RECRUITMENT FAIR.

ALL PAYMENT MUST BE RECEIVED 30 DAYS DATE OF INVOICE. IF PAYMENT HAS NOT BEEN RECEIVED BY THIS DATE. YOU WILL NOT BE GRANTED A STAND AT THE SHOW.

IF YOU HAVEN'T PAID 30 DAYS AFTER DATE OF INVOICE YOUR STAND WILL BE ALLOCATED TO THE NEXT ORGANISATION ON THE WAITING LIST.

2.0 PAYMENT TERMS

Payments for all Exhibitors/Sponsorships are due within 30 business days of registration. If such payments are not received within 30 business days, your registration is subject to automatic cancellation. **Please note, if your registration is cancelled due to non-payment you may be prohibited from booking Exhibitors/Sponsorships in the future and services of the UCD Careers**

Development service, at UCD Careers Development Centre sole discretion. Booth/Table/Sponsorship packages booked within the early bird rate period must be paid in full before the early bird rate period ends. If payment is received after the early bird rate period ends, the then current rate will be charged.

2.1 DISCOUNTS

Early Bird Option: Book your place on any of our fairs between **27TH April 2016** and **30th June 2016** and you can avail of our SPECIAL 10% OFF DISCOUNT.

Late Bird Option: Book your place on any of our fairs between **1st July 2016** and **31st July 2016** and you can avail of our SPECIAL 5% OFF DISCOUNT.

Please note: After 1st August 2016 you will be charged the total amount. All discounts where applicable will be reflected on your invoice.

2.2 VAT

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 careersevents@ucd.ie

2.3 PAYING VIA PURCHASE ORDER SYSTEM?

Payment will be required by bank transfer, bank draft or cheque within 30 days from date of invoice. These details will be supplied by a member of staff with your invoice.

NB - If your company does use a PO system and you fail to supply a PO at time of booking, **we will not be able to reissue your invoice at a later date to include your PO number.** Therefore we advise that you return and complete your booking form once your accounts team have raised the PO.

3.0 PROHIBITED CONDUCT

3.1 UNETHICAL/NON-COMPLIANT MARKETING

UCD CDC reserves the right to deny admission to anyone who, in UCD CDC's sole discretion, engages in or is reputed to engage in unethical or non-compliant marketing practices.

3.3 INAPPROPRIATE DRESS AND CONDUCT

Exhibitor/Sponsor staff members that demonstrate partial nudity, indecency, or conduct, inappropriate for a mixed audience will not be allowed.

3.4 OFFENSIVE MATERIAL

Exhibitor/Sponsor may NOT display marketing collateral containing illegal subject matter, racially or ethnically discourteous content, 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. Offensive materials are determined at the sole discretion of UCD CDC. 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.

3.5 EXHIBITOR MARKETING MATERIAL

Unless prior arrangements are agreed in writing, any marketing materials (including, without limitation, bag inserts, signage, or other promotional items) left at an UCD CDC by Exhibitor/Sponsor following the end of such Event shall become the property of UCD CDC, with or without notification to Exhibitor/Sponsor; for clarity, UCD CDC will have sole discretion regarding use or disposition of any marketing materials left by Exhibitor/Sponsor following the end of a UCD CDC 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 CDC. All marketing material for these equipment must be emailed to CDC in PowerPoint format at least 1 week before recruitment fair for approval.

3.6 FURTHERMORE

In addition to the requirements and prohibitions set forth in this Section 3, UCD CDC may also exclude any prospective Exhibitor, Sponsor, or attendee from registering for or attending any Event, AT UCD CDC's sole discretion. Furthermore, UCD CDC reserves the right to cancel, in its sole discretion, any Exhibitor's/Sponsor's Event registration upon refund of the Exhibitor/Sponsor fees paid to UCD CDC; provided, however, that if an Exhibitor/Sponsor is cancelled for violating any prohibition or requirement set forth in this Section 3, UCD CDC may retain all fees paid.

4.1 HEALTH & SAFETY - REQUIREMENTS for EXHIBITORS

4.1 SECURITY

UCD Career Development Centre 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.

4.2 FIRE & 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.

4.3 PACKAGING

Materials of a combustible nature must be removed from exhibition area following set up and dismantling.

4.4 INSTALLATIONS

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.

4.5 SMOKING PROHIBITIONS

Section 47(1) of the Public Health (Tobacco) Acts 2002 and 2004 prohibits the smoking of a tobacco product in any area of the O'Reilly Hall.

4.6 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.

4.7 PUBLICITY MATERIAL AND NOTICES

Distribution of promotional material must be confined to your stand area and not in the gangways or elsewhere.

4.8 FOOD NOTICES

If you are offering sweets or cakes at your stand please clearly put a sign up stating;

FOOD ALLERGY NOTICE

PLEASE BE ADVISED SWEETS MAY CONTAIN GLUTEN, DAIRY, EGGS OR PEANUTS!

4.9 RUBBISH REMOVAL

The exhibitor or its contractor must remove any packing material or other litter brought into the site and all debris arising from the construction or dismantling of stand fittings, etc., from the premises. Escape gangways must be kept clear of obstructions at all times.

5.0 PHOTOGRAPHY

UCD CDC reserves the right to use any photograph/video taken at any event organized by UCD CDC, without the expressed written permission of those included within the photograph/video. UCD CDC may use the photograph/video in publications or other media material produced, used or contracted by UCD CDC including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc.

To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

A person attending a UCD CDC event who does not wish to have their image recorded for distribution should make their wishes known to the UCD CDC, and/or the event organizers at UCD Careers Development Centre, James Joyce Library building, UCD, Dublin 4, in writing of his/her intentions and include a photograph. UCD CDC will use the photo for identification purposes and will hold it in confidence.

By participating in a UCD CDC event or by failing to notify UCD CDC, in writing, your desire to not have your photograph used by UCD CDC, you are agreeing to release, defend, hold harmless and indemnify UCD CDC from any and all claims involving the use of your picture or likeness.

Any person or organization not affiliated with UCD CDC may not use, copy, alter or modify UCD CDC photographs, graphics, videography or other, similar reproductions or recordings without the advance written permission of an authorized designee from UCD CDC.

1.2 UCD Career Development Centre reserves the right to change venue, date or times at its discretion. However, any change will be communicated in the early stages of planning each event.