



University College Dublin
Careers Network

EXHIBITOR TERMS & CONDITIONS 2022/23

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. Due to a number of companies not adhering to our payment terms and conditions, we are advising that **all payments from 2022/23 are to be paid via credit card only**. Please contact us with any queries.
- 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 Network, at UCD Careers Network sole discretion.**
- ALL PAYMENT MUST BE RECEIVED 30 DAYS. IF PAYMENT HAS NOT BEEN RECEIVED BY THIS DATE. YOU WILL NOT BE GRANTED A STAND AT THE EVENT.
- IF YOU HAVEN'T PAID 30 DAYS AFTER DATE OF INVOICE YOUR STAND WILL BE ALLOCATED TO THE NEXT ORGANISATION ON THE WAITING LIST.

- 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) EXHIBITOR/SPONSOR CANCELLATION POLICY

- 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.

3) PROHIBITED CONDUCT

- UCD Careers Network reserves the right to deny admission to anyone who, in UCD Careers Network 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, 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 Please note for the Business, Finance & Management & Science/Engineering & Technology Fair we are using a shell stand structure, please ensure your stand is not larger than 1*5 x 2.5. We allow 4 people maximum per stand due to health and safety reasons.

4) **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 & 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.

- 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 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!

5) INSURANCE

- O'Reilly Hall and Astra 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 or Astra 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 & Astra 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.

6) PHOTOGRAPHY

- The UCD Careers Network reserves the right to use any photograph/video taken at any event organized by UCD Careers Network, without the expressed written permission of those included within the photograph/video.

UCD Careers Network may use the photograph/video in publications or other media material produced, used or contracted by UCD Careers Network including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc.

Thank you for your cooperation. For all queries relating to the above please contact the **Event Coordinator [Anna John \(anna.john@ucd.ie\)](mailto:anna.john@ucd.ie) or Career Development Assistant [Sara Borkent \(careersevents@ucd.ie\)](mailto:careersevents@ucd.ie).**