University of Kent Employability Fair 2017
(Medway campus)
Booking Terms and Conditions

1. General

1.1. In these Terms and Conditions, the expressions shall have the following meanings:

a) The Event – the Employability Fair held on 18 October 2017 at the Medway Campus of the University of Kent.
b) The Organiser - the University of Kent Careers and Employability Service (Medway).
c) The Exhibitor - the organisation named on the Booking Form as the Exhibitor.
d) The Booking Agent - any third party who has been authorised to book and attend on behalf of the Exhibitor. The Booking Agent does not refer to an individual directly employed by the Exhibitor.

2. Booking

2.1. A request to book an exhibitor stand is made through the Booking Form. The Organiser will review this and endeavour to contact the Exhibitor or Booking Agent within 5 working days.

2.2. The Exhibitor or Booking Agent is responsible for ensuring the Booking Form is completed by authorised personnel. The person highlighted on the Booking Form as the ‘Contact Name’ shall be considered the main contact for the Exhibitor and shall be responsible for provision of all further company information requested and be liable for payment of all costs incurred in respect of the facilities and services provided by the Organiser in relation to the Event.

2.3. It is the responsibility of the person booking the stand on behalf of the organisation to make the attendees aware of the rules set out in this document.

2.4. The Organiser reserves the right to refuse a booking for any reason whatsoever without liability.

2.5. By submitting the Booking Form, the Exhibitor is committing to attend the event. If the Exhibitor’s circumstances change and the Exhibitor needs to cancel, this is possible but this may incur a cancellation fee (see section 10 below).

2.6. Upon confirmation of a space at the Event, the Organiser will reserve a stand for the Exhibitor and request additional company information.

2.7. The Organiser reserves the right to cancel bookings without liability if the additional information is not provided to the Organiser within 14 days or a date specified in the email.

2.8. If at any time prior to the date of the event, the Exhibitor or Booking Agent wishes to amend their booking, the Organiser will endeavour to facilitate such changes.

3. Payment

3.1. There is no charge for the Employability Fair but please note that cancellation fees apply (see section 10 below).

4. Stand details

4.1. The Organiser reserves the right to allocate exhibitors to whichever stand they deem appropriate. We will however attempt to accommodate your requests as much as possible.

4.2. Should it be necessary to revise the layout of the Fair for any purpose, the Organisers reserve the right to transfer an Exhibitor to an alternative suitable site.

4.3. Due to limited space we reserve the right to refuse the erection of exhibition materials which exceed the 2x2m space allocation. Please contact the Organiser in advance if your stand will exceed the given area.

4.4. The Organiser reserves the right to remove from display any exhibitor's material deemed unsuitable.
5. Car Parking
5.1. Parking at the University of Kent is limited and therefore only ONE parking permit can be allocated per booking and this must be requested in advance. Exhibitors who have not requested a permit in advance will not be able to park.
5.2. Booking a parking permit does not guarantee you a parking space and spaces will be allocated on a first come, first served basis. If there are no spaces available you will be able to drop off any equipment and then find another space on the University of Kent campus at the Historic Dockyard (please request a different permit for this from staff on the day) or away from campus (taking note of any local parking restrictions). Please note that the campus is shared between three universities and several businesses – you may be fined if you park on the premises of another university or business.
5.3. Exhibitors must not arrive prior to the time that will be given in the joining instructions.
5.4. A permit to park must be displayed in the windscreen of your vehicle and all vehicles must be parked in accordance with the permit issued and the parking regulations.

6. Electricity/Audio Visual/Sound Equipment
6.1. There are limited number of power points available to exhibitors in the venue. These power points will be allocated on a first come, first served basis and no power can be supplied on the day if not requested on the Booking Form.
6.2. The Exhibitor is responsible for securing all cables and wiring within their exhibition area. Power supplied to stands as requested in the Booking Form will be securely fastened to the flooring and should not be adjusted.
6.3. Any electrical equipment must be PAT tested and marked as such. Where there is question the Organiser reserves the right to refuse permission for the use of equipment.
6.4. No music may be played, or amplified sound permitted at the Fair without prior permission.

7. Health and Safety
7.1. All areas of the fair shall remain alcohol free and visitors should observe the University’s No Smoking Policy at all times.
7.2. If food or beverage is being given as part of promotional activities, the Exhibitor accepts full liability for any injury caused. The Organiser and University of Kent will not accept any liability in this regard.
7.3. Visitors are not permitted to bring any item onto the University’s premises that could endanger others (e.g. hazardous equipment such as gas cylinders, halogen gas or unmaintained equipment).
7.4. Pets and other animals are not permitted on any University premises. The only exceptions to this are guide dogs for the blind, hearing dogs for the deaf and other working dogs that assist people with disabilities.
7.5. The Exhibitor should not move any of the furniture provided at the stand without consulting the Organiser. The Organiser will arrange for staff on the day to remove anything not required.
7.6. The Exhibitor is responsible for ensuring their stand area is fully set-up by 11.45am ready for the start of the Event.
7.7. All Exhibitors are under a Duty of Care to report situations they believe to be potentially hazardous. In the context of fire prevention this may be something which could lead to an outbreak of fire (e.g. unsafe storage of flammable materials) or something which would hinder the safe evacuation of the premises in the event of a fire (e.g. obstruction of fire escapes).

8. Insurance
8.1. All Exhibitors attending the Event must hold full public and employee liability insurance.
8.2. It is the responsibility of the Exhibitor to ensure these insurance policies are in place.

9. Indemnity
9.1. The Exhibitor shall indemnify the Organiser against all claims for loss or damage to the University premises and/or other University property during the event, where such loss or damage is caused by, or occurs as a result of, the actions or omissions of the Exhibitor or their employees.
9.2. Where adequate insurance is not in place, the Exhibitor should also be aware that their liability may extend to any damage or injury caused by agents acting on their behalf.

10. Cancellation by the Exhibitor or Booking Agent

10.1 The Exhibitor or Booking Agent must notify the Organiser if they wish to cancel a booking for the Event in writing by emailing medwaycareers@kent.ac.uk

10.2 In the event of a cancellation the following charges are applied in line with the costs incurred by the Organisers:

<table>
<thead>
<tr>
<th>Cancellation within 24hrs of submitting the Booking Form</th>
<th>No charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellations received before 03/09/2017</td>
<td>No charge</td>
</tr>
<tr>
<td>Cancellations received on or after 03/09/2017</td>
<td>A fee of £200 + VAT will be charged</td>
</tr>
</tbody>
</table>

10.3 The charges above apply irrespective of the date the booking was made. e.g. Bookings made and subsequently cancelled after 03/09/2017 will be liable for the charges set out in section 10.2

10.4 A fee of £200 + VAT will be charged in the event of any non-attendance by the Exhibitor on the day of the Event.

11. Cancellation by the Organiser

11.1 The Organiser reserves the right to cancel the Event and Exhibitors’ bookings at any time.

11.2 If the Event is cancelled subject to the conditions identified in section 11.1, the Organiser will not be liable for any costs incurred by the Exhibitor, Booking Agent or any other agent or third party they have employed on their behalf.

11.3 The Organiser shall not be liable to pay compensation for any loss sustained or inconvenience caused as a result, or in any way arising, out of the cancellation of the Event.

12. Advertising

12.1 Beyond the scope of the exhibition area the University premises must not be used by the Exhibitor, members of its party, their servants, agents or others authorised by them, for any advertising purposes, unless previously agreed in writing with the Organiser.

13. Exhibitor Vacancies

13.1 All opportunities presented by employers at the fair must meet the requirements of the Organiser’s Vacancy Handling Policy

14. Disclaimer

14.1 The Exhibitor is responsible for any equipment they bring onto the University campus.

14.2 The Organiser and University of Kent does not accept any liability for the loss, damage or disappearance of any property brought onto the University campus by the Exhibitor in connection with the Event.

14.3 The Organiser shall not accept any liability in respect of death or personal injury to members of the Exhibitor, unless it is shown that the death or personal injury was due to the negligence of the Organiser or other persons authorised by the University.

14.4 The limitations in this section extend to employees, agents or other third parties authorised to attend the event on behalf of the Exhibitor.

14.5 The Organiser and University of Kent reserve the right to decline a booking request for any reason whatsoever.

15. Amendment of rules

15.1 The Organisers reserve the right to alter, add to, or amend any of these terms and conditions. Should any question arise, whether provided for in these conditions or not, the decision of the Organisers shall be final. No alteration, addition, amendment or waiver to or of these terms and conditions shall operate to release any Exhibitor from his contract.