

Booking Terms and Conditions

These are the terms and conditions for the **Graduate Recruitment and Placements Fair** on Tuesday 24th and Wednesday 25th October 2017

Bookings

The allocation of space for our Fairs will be done on a first come first served basis. Exhibitors are required to complete the online booking form and provide the required details in order to reserve a stand at the Graduate Recruitment and Placements Fair.

Cancellation Policy

Organisations are required to inform the Careers & Employability team in writing should they wish to cancel their booking to attend the Fair.

- Cancellations made more than 20 working days before the first day of the event (i.e. before 26th September) will be liable for a cancellation fee payment of 50%
- Cancellations made between 5 and 20 working days before the first day of the event (i.e. between 26th September and 17th October) will be liable for a cancellation fee payment of 75% of the full price.
- Cancellations made less than 5 working days before the first day of the event (i.e. after 17th October) will be liable for the full stand fee.
- Organisations that book a stand and subsequently fail to attend on the day of the event without prior warning of cancellation will be charged the full stand fee, .

Insurance Disclaimer

All organisations attending the event must hold full public and employee liability insurance. Organisations are responsible for any equipment they bring onto the University campus.

Neither the Careers & Employability team, nor De Montfort University, will accept liability for any losses, damage or disappearance of property used by the exhibitor in connection with their participation in the event.

Health and Safety

Visitors should observe the University's No Smoking Policy at all times.

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 and/or unmaintained equipment). The University reserves the right to check any equipment and to refuse its use if deemed unsuitable or unsafe.

All visitors 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).

All staff attending the event on behalf of your organisation should have received appropriate health and safety training e.g. manual handling and are responsible for their own health and safety.

Electrical Equipment

Exhibitors are expected to bring their own extension leads. All electrical equipment (including extension leads) must have passed the portable appliance test and carry the appropriate sticker. The University reserves the right to check any organisations electrical equipment and to refuse its use if deemed unsuitable or unsafe.

Car Parking

A maximum of 1 parking space can be allocated for each exhibitor as parking is very limited on campus. Designated visitors must park in the designated University car parking spaces. Additional spaces can be found at a number of local pay & display car parks. Neither the Careers & Employability team, nor De Montfort University, will accept liability for any charges/fines incurred by exhibitors parking on the University campus or private property.

Information and Publicity

In order to comply with the Data Protection Act, please use any personal information obtained at the event solely for its stated purpose. It must not be passed on to any third party.

For our own publicity purposes, there will be a photographer taking pictures on the day. If you do not wish to be photographed please email employerliaison@dmu.ac.uk and we will advise the photographer accordingly. We will make photographs available to exhibitors following the Fair should you require them for your own publicity materials.

Items arriving in advance of the Fair

Should you wish to send publicity/items for your stand prior to the event, please advise us that you will be sending them in advance and on what day so that we inform staff at the Venue to expect it. Please have any pre-delivered items marked with the following address details:

Name of organisation
Graduate Recruitment and Placements Fair
c/o Careers & Employability
The Venue
De Montfort University
20 Western Boulevard,
Leicester, LE2 7BU

General Contacts

The Internships, Placements and Graduate Careers Fair is organised by the Employer Engagement team within the Careers & Employability division of Student & Academic Services at De Montfort University.

Contact email: employerliaison@dmu.ac.uk

Contact telephone: +44 (0)116 257 7595