

## Booking Terms and Conditions – Autumn Careers Fair 2021.

### 1) General

- a) In these Terms and Conditions, the expressions shall have the following meanings:
- b) The Event – the Careers Fair held on the Monday 18<sup>th</sup> October and Tuesday 19<sup>th</sup> October 2021 in the Sir David Wallace Sports Hall, Loughborough University, Loughborough.
- c) The Organiser – Loughborough University Careers Network (Loughborough).
- d) The Exhibitor - the organisation named on the online Booking Form as the Exhibitor.
- e) 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 online Booking Form. The Organiser will review this and endeavour to contact the Exhibitor or Booking Agent within 7 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 online 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 and to pay the agreed fee. 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.
- 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 The Organisers reserve the right to alter prices set out in any list at any time prior to acceptance of the Booking Form
- 3.2 All charges shall be subject to VAT at the then current rate unless a VAT exemption has been agreed.
- 3.3 The Exhibitor will be required to make payment prior to the event on the online store unless an agreement has been made with the organiser for payment to be made differently.
- 3.4 If payment is outstanding prior to the Event, the Organiser reserves the right to refuse access.
- 3.5 Interest may be charged on late payment and the Organiser reserves the right to hold the Exhibitor liable for legal costs and any other expenses incurred in recovering outstanding monies.

### **4. Stand details**

- 4.1 Due to limited space, we reserve the right to refuse the erection exhibition materials which exceed the 3x2m space allocation. Please contact the Organiser in advance if your stand will exceed the given area.
- 4.2 The Organiser reserves the right to remove from display any exhibitor's material deemed unsuitable.

### **5. Car Parking**

- 5.1 There is limited parking available at Loughborough University and it is advisable to car share wherever possible. Information about where to park will be sent to the Exhibitor in the joining instructions.

### **6. Electricity/Audio Visual/Sound Equipment**

- 6.1 Exhibitors will be provided with power supply. The Exhibitor is responsible for securing all Exhibitor related cables and wiring within their exhibition area.
- 6.2 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.
- 6.3 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. Loughborough University 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 at least 15 minutes to the Event start time.
- 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).
- 7.8 We will continue to adhere to all UK government guidance - <https://www.gov.uk/coronavirus> on COVID -19.

## **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 [employer.services@lboro.ac.uk](mailto:employer.services@lboro.ac.uk). In the event of a cancellation the following charges are applied in line with the costs incurred by the Organisers:

Cancellations received before 19 <sup>th</sup> August 2021	No charge
Cancellations received between 20 <sup>th</sup> August – 20 <sup>th</sup> September 2021	50% of the full agreed price + VAT
Cancellations received on or after 21 <sup>st</sup> September – 19 <sup>th</sup> October 2021	100% of the full agreed price + VAT

- 10.2 Where the Organiser has agreed no charge or a complimentary stand for an Exhibitor, a fee of £200 + VAT will be charged for any non-attendance or cancellation by the Exhibitor after 20<sup>th</sup> September
- 10.3 Full payment will still be required in the event of any non-attendance by the Exhibitor on the day of the Event
- 10.4 Cancellation by a sponsorship organisation may incur additional charges relating to marketing redesign/reprint costs

## 11. Cancellation by the Organiser

11.1 The Organiser reserves the right to cancel, re-arrange or relocate the Event and Exhibitors' bookings at any time should any events occur out of its reasonable control ("**Force Majeure Event**"). Force Majeure Events shall include but shall not be limited to:

- a) Inclement weather
- b) Power failure
- c) Terrorism or threat of terrorism
- d) Natural catastrophe such as earthquake, flood, fire.
- e) Epidemic or pandemic
- f) Any law or any action taken by a government or public authority.

11.2 If the Event is cancelled as a result of a Force Majeure Event, the Organiser shall not be in breach and 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 any changes to the Event as a result of a Force Majeure 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 Disclaimer

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

13.2 Loughborough University 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.

13.3 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.

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

13.5 Loughborough University reserves the right to decline a booking request for any reason whatsoever.

#### **14 Amendment of rules**

14.1 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.