

## Terms & Conditions and Guidance notes for attending Careers Events at the University of Salford

Completion and submission of the online booking form implies acceptance of these Terms and Conditions and commits your organisation to attend the event stipulated on the booking form.

### Fees and Cancellation Charges

The cost to attend a Careers Fair is as follows:

Third Sector, Charity, Public Sector, Armed Forces	No charge
Organisations with less than 250 employees	£50 + VAT
Organisations with more than 251 employees	£100 + VAT

The preferred method of payment is via the University of Salford's online shop:

<http://shop.salford.ac.uk/product-catalogue/conferences-and-events/careers-fairs-company-stands/university-of-salford-careers-fairs>

Cancellation of your stand within two weeks of the Fair date, or failure to turn up on the day, will invoke a cancellation charge at the same rate as the fee. If your circumstances do change and you need to cancel your booking then please inform us immediately by email to [business@salford.ac.uk](mailto:business@salford.ac.uk) or by phone on 0161 295 0023.

### Nature of your business

We reserve the right to refuse space at our sole discretion to any organisation that we deem unsuitable for the Fair. By submitting your booking form you agree to divulge the nature of your business and the purposes which you seek to promote at the Fair. Providing an incomplete booking form will delay the booking process and a stand cannot be guaranteed until all requested information has been received by the Organisers. Inaccurate information on a booking form could result in your offer of a stand being withdrawn.

### Stand Information

Each booking is allocated the following:

- A stand space for your display stand/panels. We are unable to provide a panel on the day.
- Use of a table and two chairs.
- Brief information about your company and vacancies displayed in a handout for all students attending the event.
- A listing on the event website with vacancy information and a link to your website.

### Parking

Payment for parking must be done **on arrival** via your mobile phone by downloading the PayByPhone app. Instructions on using the PayByPhone system can be found within the car parks, as well as: <https://www.paybyphone.co.uk/>. **Please note:** we cannot reserve or guarantee you a parking space. Parking at the University in term time is very limited, and where possible you are encouraged to car share or use public transport to get to the venue. [Click here](#) for information on travelling to the University.

### **Student Numbers**

Unfortunately we cannot guarantee a minimum number of student attendees at the events and no refunds will be given for low student numbers.

### **Insurance**

Whilst every precaution is taken to protect your property during the event, the University of Salford is not responsible for any loss or damage. Your organisation must have appropriate insurance cover including insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties.

### **Equipment**

All electrical equipment for use on our premises must be portable appliance tested and you must be in possession of a valid "PAT" test certificate. Wherever possible, 110volt CTE equipment must be used. At the end of the event, the Exhibitor will remove any property used by them in connection with their participation in the event, from the venue. The Exhibitor will be liable for all storage and handling charges resulting from failure to remove all equipment from the venue.

### **Diversity & Inclusivity**

The University of Salford has a Diversity & Inclusivity policy and all external organisations attending the Fairs and events must adhere to this policy.

### **Fire Risks**

No equipment, material or substance can be brought on to the premises which could present a significant risk of fire e.g. flammable liquids, candles, etc.

- Naked flames will not be permitted during any event.
- Smoke emitting machinery will not be permitted at any event.
- Fire extinguishers and fire emergency signage must not be moved, obstructed or covered up during any event.
- Fire alarm call points must not be obstructed or covered during any event.
- Fire exit doors and escape routes must not be blocked at any time.
- Pyrotechnics will not be permitted without the express permission of the University of Salford's Safety Officer.

### **Trip Hazards**

No trailing wires/cables or similar, which could constitute a trip hazard, will be permitted.

### **Live Animals**

No live animals (except for guide dogs or other support animals) will be permitted on the premises.

### **Access Equipment**

No access equipment for work at height, e.g. scaffold towers, MEWPs, etc. will be permitted on the premises without prior consultation with and the express permission of the University of Salford's Safety Officer.

### **Data Protection**

The Information supplied via the booking form will be stored and used in order to administer the Fair, to advertise your jobs to our students via the University of Salford vacancy service and to notify you of other events and services offered by the University of Salford. If you do not wish to receive further information please let us know.

**Joining Instructions**

Two weeks before the event, you will receive further details about the event, maps, directions and instructions for car parking.

**Cancellation of the Event**

The Organiser shall have the right to cancel the event with or without cause.

**Contact Details**

In the first instance all enquiries should be directed to: [business@salford.ac.uk](mailto:business@salford.ac.uk).

Careers & Enterprise

University of Salford

University House

Salford

Greater Manchester

M5 4WT

Tel: 0161 295 0023