

## Booking Conditions

Please read these booking conditions and the event description on the website before submitting a booking form – to ensure that the event is suitable and that you/your representatives on the day are able to comply with these conditions.

To attend a recruitment event organisations must either have graduate level employment or internship opportunities, be a professional body or a postgraduate course provider, and all three categories must be **relevant to the employment sector(s)** covered by the specific event.

**Booking Process** : If you do not wish us to retain your data, and contact you in relation to careers events, please use a generic email address and your first name only on the form. (Ts&Cs updated 15.05.2018)

Submission of a booking form does not guarantee a place as CU Careers Service seeks to offer students the most appropriate range of organisations for each event and therefore reserves the right to accept/decline a booking request.

Each completed form, once submitted, will be acknowledged by us. Our invoice will act as confirmation of the booking, however, your pitch is not secure until payment has been received. Those booking late should be prepared to pay by credit card. All prices shown on booking forms exclude VAT. We will use the information on the booking form to raise our invoice, a £25 fee applies for re-issued invoices.

**NB. Agencies** wishing to book on behalf of a client must provide written evidence that their agency has been authorised to liaise on behalf of the client. **Head-hunters** may under certain circumstances reserve a pitch but may only promote their own vacancies, not those of clients.

**Cancellation Policy:** Cancellations must be made in writing. There is an £80 administrative charge on cancellations received before the cut-off date (2 months prior to the event - see booking form for exact date). No refund will be given for later cancellations, even if the pitch is booked in the final 2 months. Once advertising/sponsorship is confirmed by both parties there will be no refunds, even upon cancellation of participation in the event.

**Standard event package** for the following events - Consultancy; Banking & Finance; Solicitors; Graduate Schemes & Internships; Engineering, Science & Technology in Michaelmas plus the Summer Recruitment Event in Graduation week; Cam Connect in Lent (except Start-Up Zone).

Reserving space at one of the above events provides participants with:

- A 3m (w) x 2m (d) area of floor space for one **curved-frame pop up stand** (max 4 panels+wrap-round end panels) **or max three banner stands** (not both). All stands must be placed at the back of the pitch, behind the table/chairs i.e. not obstructing the view of adjacent pitches. Other items such as a podium or literature dispenser must stay within the pitch. Non-standard items, incl fixed structures, heavy/large items must be agreed with us in advance (lift 140d x 115w – lift door 90w).
- Clothed table, chairs, name plate and bottled water, assistance with unloading/loading.
- One **electrical outlet** provided – whatever you bring must be PAT tested and anything drawing over 3amps must be agreed with us in advance. Screens must have a dedicated stand for the purpose.
- Promotional items and literature must be stored under your table:
  - filled bags must not form a trip hazard by being stacked in front of the table/in the aisle,
  - food (eg cup-cakes/pop-corn) must be in sealed packaging, to be consumed off the premises,
  - hot or cold drinks, especially alcohol are not permitted,
  - all battery or electrical items must comply with current EU safety regulations.
- Lunch/refreshments are provided for **three representatives**, this is the maximum permitted on the pitch at a time. Your senior representative may run a rota system and must identify him/herself on arrival and must take responsibility for ensuring the rota is adhered to.
- Entry is via CU id card for a Cambridge University audience (undergraduate, postgraduate, post-doc, alumni and staff). To avoid disappointed non-Cambridge students, please do not feature our events on your website or via social media without making this clear.
- Organisations are responsible for advising us in advance if they are likely to attract a **student protest**, and keeping us informed of any intelligence received. We will liaise with CU Security. External security staff are not permitted access to our venues.

### **Stand Delivery/Collection/Dismantling**

- All goods and materials must be delivered and collected within set dates/times (details will be sent out one month prior to the event). Goods may not be delivered in advance nor collected the following day (the Careers Service rents the space for the day of the event only).
- We strongly recommend the use of an exhibition contractor to erect/dismantle stands. Couriers are often unable to deliver/collect at the relevant times and often do not have the name of the firm they are collecting for! One of your representatives should stay to hand goods to your courier, as neither the Careers Service nor the venue can take responsibility for delivery/collection errors or lost goods.
- All pop-up stands (frames in a case with display panels attached by magnetic strip) must be erected at least 5 minutes before the event is due to open to students and may not be dismantled until 5 minutes after the event closes to students.
- If you know you need to leave early, please bring banner stands only (these pull up from the base unit with a pole behind). Please note we strongly discourage representatives from leaving early as some students are unable to attend until after lectures and supervisions.

**Specialist event packages** (see list below). These are often held in a department or faculty.

**Careers in Economics Event:** One library alcove per firm, one banner stand only to be positioned at the back of the alcove, no laptops or other A/V. Max 3 representatives (ideally practitioners) for whom lunch will be provided in a separate room, plus bottled water on the pitch. Economics related opportunities only to be promoted both in the programme and on the day. Bring small quantities of relevant literature - no food or drink is permitted in the library (including promotional items).

**Careers for Mathematicians Event, and Careers in Quantitative Finance Event:** Both events are 'table only', no stands, laptops or other A/V equipment. Maximum 3 representatives, at least two of whom should work in posts with a high mathematical or statistical content. Refreshments provided. Mathematics and related opportunities to be promoted in the programme and on the day.

**Barristers Event:** Moving to the Michaelmas Term in 2017. One banner stand only, no laptops or other A/V equipment. Max 2 representatives. Refreshments provided.

**Comms and Creative Event:** Lent Term. Clothed table, chairs, laminated name plate, bottled water. Refreshments provided.

**Organisations:** Banner stand pitch for £100 OR 'Table only' pitch, no charge (but it is likely you will have to share a table with another organisation). Maximum 2 representatives.

**Individuals:** no charge (but it is likely you will have to share a table with another individual).

**Work to Change the World:** Lent Term. Clothed table, chairs, laminated name plate, bottled water. Refreshments provided.

Banner stand pitch for £100 OR 'Table only' pitch, no charge (but it is likely you will have to share a table with another organisation). Maximum 2 representatives.

**Data Science Event** – Lent Term, for data science practitioners. Details to be confirmed (as at 02.02.18)

### **'Pop-up' style events**

Three hours of networking. Times and venues vary. A 'minimal cost/minimal effort' visit. Bring only what can be carried by a single representative – max one banner stand and a small amount of literature. Additional staff will not be admitted. No Careers Service logistical support.

£100 per table - one representative (refreshments provided).

**Start-Up Event** - Lent Term in the University Centre.