Terms and Conditions for participating in Careers Fairs and other Events on Campus

Background

The Careers Advisory Service runs various events throughout the year. The purpose of a careers fair is to provide students with face to face contact with various employers who are hiring and interested in students’ specific skill set. We are currently involved in the following fairs.

- Finance & Consulting Fair
- Law Fair
- Engineering & Science Fair
- Computing & Technology Careers Fair

To date the careers fairs have all been held on campus using the following venues: Dining Hall, Examination Hall, the O'Reilly Institute, and Trinity Sports Centre.

Exhibitors Terms and Conditions:

These are the terms (the ‘Agreement’) that govern your attendance at or participation at a Trinity College Dublin, the University of Dublin organized careers fair (referred to herein as the careers fair). By registering for the careers fair you are agreeing to these terms and conditions which form a legally binding contract between the Careers Advisory Service Trinity College Dublin, the University of Dublin (the ‘Service’) and the registered Exhibitor, sponsor, or participant (Exhibitor/Sponsor or you). If you are registering on behalf of another party, it is your responsibility to ensure that such party is aware of these terms and accept them; by completing the registration you are warranting that you have made the party aware of these terms and that they have accepted these terms.

Recruitment Fair Cancellation

The Service reserves the right to change venue, date or times of a careers fair at its discretion. Any change will be communicated in writing as early as is possible.

Should an Exhibitor/Sponsor wish to cancel their stand at the careers fair, written notice is required within 28 days in order to receive a full refund.

Payment Policy

All payments must be received within 30 days from date of invoice, if payment has not been received by this date, you will not be granted a stand at the careers fair and your stand will be allocated to the next organisation on the Waiting List.
You will need to fill out the **New Customer Credit Account Application Form** (xls or pdf). This is needed by our Financial Services Division (FSD) to register your organisation with our Financial Information Section (FIS). Completed forms should be signed, dated, scanned and emailed back to Nora Moore (nmoore@tcd.ie).

To help us with the invoice process please be aware of the following information:

1. **Purchase Order Number** (PO No). Please check with your Accounts Payable Department to see if you need to supply us with a relevant PO number.
2. All invoices are issued in **Euro only**.
3. Invoices are issued by **email only** and can only be sent to 1 email address.

**Advertisement**

The Service will advertise the careers fair on social media. The Trinity social media policy can be viewed at [https://www.tcd.ie/about/policies/social-networking-social-media.php](https://www.tcd.ie/about/policies/social-networking-social-media.php)

**Photography**

The Service reserves the right to use any photographs/video taken at any event, without the expressed written permission of those included in the photographs/video. Trinity may use the photograph/video in publications or other media material produced, used or contracted by Trinity, including but not limited to: brochures, invitations, books, newspapers, magazines, video, websites, social media etc.

A person attending a Trinity event who does not wish to have their image recorded for distribution should make their wishes known, in writing (and including a photograph) to the Service, and/or the careers fair organisers at the Careers Advisory Service, 2nd floor South Leinster Street, Trinity College, Dublin 2. Trinity will use the photograph for identification purposes and will hold it in confidence.

By participating/attending a Trinity based careers fair or by failing to notify Trinity in writing, of your desire to not have your photograph used by Trinity, you are agreeing to release, hold harmless and indemnify Trinity from any and all claims involving the use of your picture or likeness.

Any person or organisation not affiliated with Trinity may not use, copy, alter or modify Trinity photographs, graphics, videography or other, similar reproductions or recordings without the advance written permission of an authorized person from Trinity.

**Security**

The Service will take all reasonable safety and security precautions to ensure the efficient functioning of the careers fair. Equipment and material must not, in any way, endanger or otherwise inconvenience the careers fair, other exhibitors, visitors, the public or Trinity personnel.

Careers fair material which in the opinion of the Service represents a potential danger may not be brought into the exhibition area. No installation will be permitted which will hinder access by Trinity personnel to other areas of the venue.

**Fire and Safety**

Stands including materials must be non-combustible and flame proof complying with the requisite standards of the 1989 Code of Practice for Fire and Safety Furnishings and fittings in places of assembly, as issued by the Department of Environment, Ireland or appropriate EU standards. Exhibitors should carry the appropriate
Exhibitors should familiarize themselves with the venue Fire Exits.

**Installations**

Exhibitors are responsible for ensuring that all construction and installation work complies with relevant Irish/EU Health and Safety Legislation. The installations may be inspected by the relevant Authorities for compliance.

**Insurance**

The Service will not be held responsible for damages, loss or theft incurred by the Exhibitor, visitors or by any other person. The Exhibitor is responsible for damages to the venue property, or to individuals, whether the damage is caused by the Exhibitors or by the Exhibitor’s installation. The Service assumes no responsibility for objects exhibited, or for any damage caused by third persons to said objects.

The Exhibitor is required to indemnify the Service, its officers, employees and agents against all claims, demands or liabilities and costs arising out of any acts or omissions on the part of the Exhibitor, its officers, directors, employees, agents and visitors or business guests. Exhibitors are required to have appropriate levels of insurance in place to cover this liability and to produce proof of such to the Recruitment Fair organisers prior to commencement of the event.

**Smoking Prohibitions**

Section 47(1) of the Public Health (Tobacco) Acts 2002 and 2004 prohibits the smoking of a tobacco product in any area of the venue. Trinity is a ‘no smoking’ campus.

**Food Notices:**

Should Exhibitors offer sweets/cakes/edible treats please have a Food Allergy Notice on the table  
E.g.: Please be advised ‘edible treat’ may contain Gluten, Dairy, Eggs or Nuts.

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