Trinity Careers Service - Careers Fairs and Events
Terms and Conditions

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General

The Trinity Careers Service regularly holds Careers Fairs and events on campus to give organisations the opportunity to connect with our students and graduates. These terms and conditions set out the regulations for organisations participating in such Fairs and events.

The Careers Service will provide information on the registration process, the payment process and the facilities available to employers.

By registering to attend one of our Fairs or events you are agreeing to these terms and conditions, which form a legally binding contract between the Trinity Careers Service and the registered Employer. If you are registering on behalf of another party, it is your responsibility to ensure that they are aware of these terms and accept them. By completing the registration, you are confirming that you have made the party aware of these terms and that they have accepted them.

Employer Events

On-campus workshops, skills sessions, presentations, information stands

Information stands may be booked through your MyCareer account using the ‘Events’ tab on your dashboard.

Booking requests for all other on-campus events, including careers fairs, should be booked using the online form at: https://www.tcd.ie/Careers/employers/connect/event-booking-request.php

What you can expect from us

Trinity Careers Service retains organisational responsibility for all events taking place on campus. We will book a suitable venue for your event, of a size and with facilities (e.g. screen/projection) to meet your needs. We will assist in promoting your campus event to students through MyCareer and through our social media channels. Targeted email promotion may also be arranged (fee-based service).

The Partnership Development Officer at employer.careers@tcd.ie can provide further information on pricing for events and services.

A Trinity Careers Service representative will be on hand to welcome you to campus and help you set up for your event. We often take photos, or in some cases, record events, to promote activities to our followers on social media. If you or your team would prefer not to appear in photos or on video, please inform us at the earliest opportunity.

Trinity Careers Service reserves the right to refuse or cancel an employer event on campus and will serve notice in writing to employers of any cancellations.
What we can expect from you

Student registrations for events will be managed by Trinity Careers Service through MyCareer.

Events organised on campus are for Trinity students. Students not enrolled for study at Trinity are not permitted at events on campus unless agreed in advance. Employers or third-party organisations are not permitted to advertise events on campus in a way that suggests that the events are open to members of the public or to students of other institutions.

Trinity Careers Service has a duty of care towards students and welcomes students to participate in its events without obligation. We do not charge students a fee to participate in events and neither are employers/third parties permitted to charge students for participation in events on campus.

Employers or third-party organisations are not permitted to gather student data in advance of an event (e.g. through a separately managed registration portal). Employers may circulate sign-up sheets at events for students to voluntarily provide their contact details for follow-up communications or marketing.

Please note that catering is not permitted in lecture theatres or seminar rooms.

Cancellation

The Careers Service reserves the right to change venue, date or times of an employer-led careers event at its discretion. Any change will be communicated to Employers in writing at the earliest opportunity.

Should an Employer wish to cancel a careers event, written notice is required at least 5 working days in advance of the event in order to receive a full refund. Cancellation notices should be sent to employer.careers@tcd.ie.

An Employer who cancels a booking will be liable for the following charges:

- More than 5 working days prior to the event: no charge.
- Less than 5 working days prior to the event: 50% of the cost of the event.
- Within 48 hours of the event: 100% of the cost of the event plus a €100 cancellation fee.
Careers Fairs

Registration
Employer bookings to attend our Careers Fairs and events are made online using the booking form on MyCareer and can only be made by the Employer or an authorised booking agent. It is the responsibility of the Employer to ensure that the correct contact details are supplied to the Careers Service. If these details change, it is the responsibility of the Employer to inform the Careers Service.

The Employer or booking agent is responsible for ensuring the booking form is fully completed and submitted within the timeframe stated by the Careers Service, and that payment is made within the required timeframe. The Careers Service reserves the right to cancel a booking and withdraw any Employer from the event without liability if the Employer fails to comply with instructions given by the Careers Service.

The Careers Service will try to facilitate any amendment to the booking by the Employer, provided that these changes comply with regulations, and provided the changes do not breach any other regulations, e.g. cancellation policy, contained within this document.

Places at our Careers Fairs and events are limited and, as we seek to offer our students the most appropriate range of organisations for each event, we reserve the right to decline a booking request.

Advertisement
The Careers Service will advertise all Careers Fairs and events via several communications channels including posters, publications, e-mail, website and social media. The Trinity social media policy may be viewed at https://www.tcd.ie/about/policies/social-networking-social-media.php.

Cancellation
The Careers Service reserves the right to change venue, date or times of a Careers Fair or event at its discretion. Any change will be communicated to Employers in writing at the earliest opportunity.

Should an Employer wish to cancel their stand at a Careers Fair or event, written notice is required at least 28 days in advance of the event in order to receive a full refund. Cancellation notices should be sent to employer.careers@tcd.ie.

An Employer who cancels a booking:

- 14 days prior to the event: will receive a 75% refund
- 7 days prior to the event: will receive a 50% refund

An Employer who wishes to cancel an advertisement in the Fair booklet will be subject to an administration levy to offset any printing or design costs incurred as a result of the cancellation.

In the event of a no-show, any Employer who has booked and paid for a stand at a Careers Fair or event is not entitled to any refund.
**Electricity/Equipment**

There are limited number of power points available to Employers in our venues. These power points will be allocated on a first come, first served basis and no power can be supplied on the day if not requested in advance.

Cables and electrical equipment must be securely installed at the stand and must not present a danger to Employers, Trinity staff, students or visitors to campus. Equipment used on stands must be safety tested and carry visible indicators that it has passed a safety test. We reserve the right to refuse permission for the use of equipment within a venue if it is deemed to present a risk to Employers, Trinity staff, students and visitors.

Music may not be played at stands without prior permission. The Careers Service reserves the right to refuse permission for music to be played if it is deemed to have a negative impact on other Employers, Trinity staff, students or visitors to the venue.

**Fire and Safety**

Stands including materials must be non-combustible and flameproof 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 or appropriate EU standards. Employers should carry the appropriate certification in the event of request by the Fire Authority for proof of compliance with Irish/EU Standards. Employers should familiarise themselves with all fire exits at the venue.

Employers are not permitted to bring any hazardous or fire-causing items on to campus (e.g. gas cylinders, halogen gas, fireworks).

**Food and Drink**

Employers offering sweets/cakes/edible treats are required to display a Food Allergy Notice on their stand. Please refer to the Food Standards Authority of Ireland for guidance on food and allergy labelling: [https://www.fsai.ie/Foodhypersensitivityfoodallergyandintolerance/](https://www.fsai.ie/Foodhypersensitivityfoodallergyandintolerance/).

All Careers Fairs are alcohol-free events.

**Stands and Installations**

The Careers Service allocate stands to Employers in advance of a Fair and will communicate stand positions to Employers. The Careers Service reserves the right to allocate stand positions as deemed appropriate, and according to the advertised pricing structure. No changes to stand location may be made on the day without the agreement of the Careers Service, and the Careers Service reserves the right to decline such requests. Should changes to the layout of the fair be necessary to comply with Health and Safety legislation or the safety regulations of the venue, the Careers Service reserves the right to revise the placement of stands. The Careers Service will communicate any such change to the Employer at the earliest opportunity.

Employers are responsible for ensuring that all construction and installation work at their stand complies with relevant Irish/EU health and safety legislation. Stands may be inspected by the relevant Authorities for compliance.
Insurance

Trinity College will not be responsible for any damage, loss or theft incurred by the Employer, visitors or by any other person. The Employer is responsible for any damage to the venue property, or to individuals, whether the damage is caused by the Employer or by the Employer’s stand. The Careers Service assumes no responsibility for items exhibited, or for any damage caused by third persons to said items.

The Employer is required to indemnify the Careers 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 Employer, its officers, directors, employees, agents and visitors or business guests. Employers are required to have appropriate levels of insurance in place to cover this liability and to produce proof of such to the Careers Service prior to commencement of the event if requested to do so.

Parking

Parking on Trinity campus is not permitted during Careers Fairs or events. Employers can find suitable parking nearby at commercial car parks. Please visit https://www.q-park.ie/en-gb/ or https://www.parkrite.ie/discounting-parking for more information. For live parking information please see Dublin City Council’s website at http://www.dublincity.ie/main-menu-services-roads-and-traffic-parking-dublin/live-parking-spaces.

Payment Policy

New Employers

New Employers must complete the New Customer Credit Account Application Form (xls or pdf) in advance of attendance at a Careers Fair or event in order to register on Trinity’s financial system. This is a requirement of our Financial Services Division. The completed form (signed and dated) should be returned to Nora Moore in the Careers Service (nmoore@tcd.ie).

Invoicing

• Invoices are issued in Euro (€) only
• Invoices are issued by email only and can only be sent to one email address
• Purchase Order Number (PO No). Please check with your Accounts Payable Department to see if you need to supply us with a PO number to enable our invoice to be processed by your organisation

Payment

Payment is due within 30 days from the issue date of the invoice. If payment is not received within this 30-day window, the Careers Service reserves the right to cancel your booking and reallocate your place to the next organisation on our waiting list.

Photography

The Careers Service reserves the right to use any photographs/video taken at any of our events, without the express 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.
Any person from your organisation attending a Careers Fair or event who does not wish to have their image recorded for distribution should make their wishes known, in writing (and including a photograph) to Trinity Careers Service, 2nd floor, 7-9 South Leinster Street, Trinity College, Dublin 2. Trinity will use the photograph for identification purposes and will hold it in confidence.

By participating in/attending one of our Careers Fairs or events, 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 authorised person from Trinity.

**Security**

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

Materials provided by Employers for use at Careers Fairs or events, which in the opinion of the Careers Service represents a potential danger, may not be brought into the venue. No stand or installation will be permitted which will hinder access by Trinity staff to other areas of the venue.

**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. You can read more about Tobacco Free Trinity at [https://www.tcd.ie/collegehealth/promotion/smoking/Tobacco%20Policy.php](https://www.tcd.ie/collegehealth/promotion/smoking/Tobacco%20Policy.php).