

University of Southampton Careers Fairs Terms and Conditions

1. Confirmation of Exhibition Stand

- 1.1 Submitted booking forms will be acknowledged upon receipt, by the Fairs Coordinator.
- 1.2 You will be notified as to whether your stand has been accepted by email.
- 1.3 We seek to offer our students the most appropriate range of organisations for each event and so must reserve the right to decline a booking request.
- 1.4 We do not promote organisations that advertise opportunities requiring an upfront cost or unpaid positions, apart from volunteering roles for a UK registered charity.
- 1.5 Your attendance is not secure until payment has been received. Those booking late may be required to pay by credit card.

2. Stand Size

- 2.1 Due to health and safety regulations, a stand size should not exceed 3 metre length x 2 metre height x 2 metre width.
- 2.2 If we notice stand size that exceeds this measurement on the day of the event, we will ask for it to be made smaller or to be taken down if this is not possible

3. Payment

- Payment may be made via invoice, or by credit/debit card
- All prices shown on booking forms exclude VAT.

Payments by invoice

- 3.1 Invoicing information must be entered by the exhibitor or booking agent when completing the booking form; without it a stand space cannot be confirmed.
- 3.2 Upon receipt of the booking form, the Fairs Coordinator will issue a confirmation that includes the full cost and breakdown of exhibiting at the fair, excluding VAT.
- 3.3 The University's finance department will issue an invoice to the exhibitor by email or post, indicating the cost including VAT.
- 3.4 The Exhibitor or Booking Agent must pay in full within 30 days (inclusive) of the fair
If a stand is booked less than 30 days prior to the event, the full amount must be paid within 7 days (inclusive) of the event

Payment by debit/credit card

- 3.5 Upon receipt of booking, the Fair Coordinator will issue a confirmation that includes the full cost for the fair excluding VAT, and a link to the University online payment portal.
- 3.6 Exhibitors are asked to pay for their stand and any additional services required via debit/credit card.
- 3.7 The sum will be inclusive of VAT on the payment system.
- 3.8 The Exhibitor or Booking Agent must pay in full within 30 days (inclusive) of the event.
- 3.9 If a stand is booked less than 30 days prior to the event, the full amount must be paid within 5 days of receiving the confirmation email.

4. Cancellations

Cancellations by the University

The University reserves the right to cancel any event or service at its sole discretion at any time prior to the date for providing that event or service. Where such a cancellation takes place, the University will notify you in writing by email of that cancellation and shall either offer you a place on an alternative event, or refund you the amount paid in respect of that order.

Cancellations by those booked to attend an event

- 4.1 Cancellations must be made in writing to fairs@soton.ac.uk. A cancellation is deemed to take effect on receipt of the cancellation email and a response will be sent by the Careers and Employability Service.
- 4.2 If bookings are made **more than 30 days in advance** of the Fair Events, services may be cancelled by you without charge.
- 4.3 If a cancellation is made **less than 30 days prior** to the event cancellations will be liable for the full amount of charges, including VAT.
- 4.4 If a booking is made less than 30 days in advance of the fair and cancelled after confirmation of a place on the event, the client will be liable for the full amount of charges, including VAT.