

University of Southampton Virtual Careers Fairs Terms and Conditions

1. Confirmation of Virtual Exhibition Stand

- 1.1 Submitted booking forms will be acknowledged upon receipt.
- 1.2 You will be notified as to whether your booking has been accepted by email.
- 1.3 We seek to offer our students a diverse range of organisations for each event and reserve the right to decline a booking request.
- 1.4 We do not promote organisations that advertise opportunities requiring an upfront payment
- 1.5 We do not promote unpaid positions, other than volunteering roles for a UK registered charity.
- 1.6 Your attendance is not finalised until payment has been received.

2. Payment

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

Payments by invoice

- 2.1 Invoicing information must be entered by the exhibitor or booking agent when completing the booking form; without it a stand cannot be confirmed.
- 2.2 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.
- 2.3 The University's finance department will issue an invoice to the exhibitor by email or post, indicating the total cost including VAT.
- 2.4 The Exhibitor or Booking Agent must pay in full within 30 days (inclusive) of the fair. If a stand is booked less than 60 days prior to the event, the full amount must be paid within 7 days (inclusive) of the event

Payment by debit/credit card

- 2.5 Upon receipt of booking, a confirmation will be issued that includes the full cost for the fair excluding VAT, and a link to the University online payment portal.
- 2.6 Exhibitors are asked to pay for their stand and any additional services required via debit/credit card.
- 2.7 The sum will be inclusive of VAT on the payment system.
- 2.8 The Exhibitor or Booking Agent must pay in full within 30 days (inclusive) of the event.
- 2.9 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.

3. 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

3.0 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.

3.1 Bookings accepted between 21/06/20 and 01/09/20 may be cancelled and subject to a full refund (if applicable) within 10 working days of the booking being confirmed via email from fairs@soton.ac.uk

3.2 Bookings accepted between 01/09/20 and 21/09/20 will incur the full booking fee including VAT and no cancellation refund will apply

3.3 No bookings will be accepted after 21/09/20

4. Code of Conduct

By booking a stand and attending the Virtual Careers Exchange, exhibitors agree not to:

4.1 Use racist, sexist, homophobic or abusive terms including swear words or language that may cause offence

4.2 Post or upload to the Virtual Careers Exchange, anything considered to be off-topic, offensive, abusive or illegal
4.3 Post or upload inappropriate messages, content, unauthorised advertising, promotional material or spam to the discussion forums, Course Site or the Virtual Classroom.

4.4 The University of Southampton Careers and Employability Service reserves the right to remove any content deemed to be inappropriate or offensive

4.5 The University of Southampton is dedicated to providing a harassment-free exhibition experience for everyone, regardless of gender, age, sexual orientation, disability, religion and origin. We will not tolerate the harassment of exhibition participants in any way.

Anyone violating this Code of Conduct may be removed from the virtual fair at the discretion of the fair organiser.