

Terms and Conditions – Part-time Jobs Fair 2024

1.0 Bookings

1) You will receive confirmation of your booking by 28th June. If you do not receive acknowledgement within this timescale, please contact the Graduate Futures Team on 0191 215 6300.

1.1) Once the completed booking form has been received and the Graduate Futures Service has confirmed a place the booking is considered firm. The Graduate Futures Service reserves the right to terminate the booking at any time by giving reasonable notice.

1.2) The University makes every effort to promote events but cannot guarantee student attendance.

1.3) Final joining instructions will be forwarded approximately 2 weeks before the Fair.

2.0 Cancellations

2) Cancellations by you must be made either by email to sv.employers@northumbria.ac.uk or in writing to Northumbria University Graduate Futures Service, Room 101 Sandyford Building, Northumbria University, Newcastle upon Tyne, NE1 8ST. A late cancellation fee of £100 will be charged for all cancellations after Sunday 1st September 2024.

3.0 Exhibitor Equipment

3) Delivery of Exhibitors' equipment to the University/venue prior to the Fair must be pre-arranged with the Graduate Futures Service.

3.1) The University assumes no liability for loss or damage of Exhibitors' equipment. Exhibitors will be responsible for the removal of equipment and any materials/property used by them during the Fair. All equipment must be collected no more than two hours after the close of the Fair. Any items left after 5pm will be disposed of unless prior arrangement is made.

3.2) Exhibitors are responsible for clearing up their stand, the removal of cardboard, packaging and any other material on, or around it and removing this from site at the end of the Fair, ensuring that it is disposed of correctly, meeting current HSE guidelines.

3.3) The Graduate Futures Service wishes to maintain a reasonable noise level during the Fair therefore do not bring any form of sound equipment (i.e. PAs, Stereos etc.). TVs and Videos are acceptable as long as the sound is only audible within the immediate vicinity (within one metre) of the Exhibitor stand.

4.0 Facilities

4) The University reserves the right to make alterations to the facilities including changing the venue, if necessary.

4.1) The University will provide Exhibitors with a table, tablecloth and chairs. If you require power for electrical supply, please indicate this on your booking form. WiFi access will be

provided where possible. Please bring sufficient materials with you, as we are unable to provide photocopying facilities.

4.2) The Fair runs from 10.30am to 3pm. You will be able to gain access to set up your stand from 8.30am. Your stand must be set up by 10.00am.

4.3) Storage facilities are not available on site. The venue takes no responsibility for any items left within the venue.

4.4) The Graduate Futures Service reserves the right to allocate Exhibitors to whichever exhibition stand it deems appropriate. You will be informed of your position in the Fair when you arrive on the day.

5.0 Health and Safety

5) No latex products or materials are to be used as part of your display or distributed at the Fair.

5.1) In line with Northumbria University Health and Safety Policy/Regulations, prior to the exhibition/display area being made accessible to the general public the Graduate Futures Service and the venue representative may carry out a Safety Inspection. In order to facilitate the carrying out of any Safety Inspection, stands should be set up by 10:30am.

5.2) The Exhibitor must not obstruct access to fire exits or firefighting equipment.

5.3) The Exhibitor must not endanger the safety of University staff, students or any other person(s).

5.4) The Exhibitor must comply with any Health & Safety instruction issued by the University.

5.5) The Exhibitor must not move the stand from the designated space provided.

5.6) It is the responsibility of the Exhibitor to ensure all electrical appliances are of a safe standard and if necessary, PAT tested. Please note that spot checks will be made and non-compliant devices and equipment will be withdrawn from use.
<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

5.7) Exhibitors must at all times comply with fire evacuation procedures. On hearing the fire alarm (which is a continuous ringing bell) you will be required to leave the building at once by the nearest available route. Escape routes will be indicated by green signs and will be pointed out to you on arrival.

6.0 Data Protection

6) Northumbria University is committed to protecting the privacy and confidentiality of personal information relating to Exhibitors. Personal data held by Northumbria University will be used for the purposes of administering/managing the business relationship only.

6.1) Disclosure of personal information to a third party will only occur with the express permission of the Exhibitor, unless Northumbria University has a statutory/legal obligation to disclose the information, or it is necessary to protect the vital interests of the Exhibitor (e.g.

where disclosing the data is required to fulfil a medical emergency or to stop loss of earnings to the Exhibitor).

6.2) In accordance with General Data Protection Regulation (GDPR), an Exhibitor has the right to be informed of the information held about him/her and to discover to whom it has been disclosed. Should an Exhibitor wish to access the details held by Northumbria University, they must make a formal request for the data.

7.0 Registration

7) In applying to exhibit with Northumbria University, Exhibitors agree to our processing of personal data throughout the time that the Exhibitor exhibits with Northumbria University, unless permission is given for the University to retain this information for longer.

7.1) Where permission is not given to retain the information for longer, information associated with the Fair and the registration process are retained for a period of no more than 6 months in a secure location, after which time they are also destroyed.

7.2) Where permission has been given to retain Exhibitor information for longer, it will be retained for 6 years after an Exhibitor first exhibits.

8.0 Purpose of Data

8) Personal data held by Northumbria University for the purpose of Exhibitor registration is primarily used:-

- The organisation of the Fair.
- Collection of feedback at the Fair and/or follow up with a feedback survey to see if you have recruited as a result of attending.
- No personal data will be included on any publicity, web pages or floor plans unless your organisation name and details include your personal data.

8.1) Where consent has been given to retain data after the Fair:

- We will use personal contact details for marketing purposes in particular as a basis for sending you an invitation to the 2024 Fair and other relevant on-campus careers events and activities.

8.2) Checking/Amending/Deleting personal data. If Exhibitors need to update their personal information they should contact Northumbria University through email on sv.employers@northumbria.ac.uk.

8.3) Photographs will be taken during the Fair and may be used in publicity materials. If you have any objections to your photograph being used, please contact the Graduate Futures Service.

9.0 Website/Advertising

9) The information that you supply regarding your company and opportunities will be included on the student facing fair webpage.

9.1) Exhibitors must comply with Northumbria University Graduate Futures Service's [vacancy advertising policy](#).

9.2) Exhibitors will add all job roles being promoted at the event to the University's vacancy advertising system no later than 4 weeks before the event.

10.0 Indemnity and Insurance

10) You shall indemnify Northumbria University against loss, actions, costs, claims, demands, expenses and liabilities whatsoever (if any), which may occur either at common law or by statute in respect of personal injury to, or death of, any person or in respect of any loss or destruction of, or damage to any property (other than as a result of any default or neglect of ourselves or of any person for whom we are responsible) which shall have occurred in connection with this agreement.

10.1) The Exhibitor shall at its own cost effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover (Required Insurances) including but not limited to public liability insurance of at least £2million. The Exhibitor shall give the University, on request, copies of all insurance policies referred to in this clause or a broker's verification of insurance to demonstrate that the Required Insurances are in place, together with receipts or other evidence of payment of the latest premiums due under those policies. The Exhibitor shall hold and maintain the Required Insurances for a minimum of six years following the expiration or earlier termination of the agreement

11.0 Miscellaneous

11) No sub-letting or sharing of stands is permitted. This includes having leaflets or digital publicity from other commercial organisations at your stand or accommodating members of staff from a separate organisation.

11.1) You are only permitted to promote your business and opportunities at your allocated stand. Booking a stand does not permit you to promote your business and/or opportunities anywhere else within the University Campus.

11.2) Northumbria University takes no responsibility for the representation of your organisation as a result of your participation in the Fair.

11.3) The University will not be liable for any parking fines you may incur when parked illegally on the University campus.

11.4) The Exhibitor should not use the Fair for any purpose or in any manner that could lead to people being drawn into terrorism (as defined in section 35 of the Counter-Terrorism and Security Act 2015 as may be amended from time to time) and in particular;

- a) comply with the University Visiting and [External Speakers and Events Policy](#) ("the Policy") as provided in relation to managing visiting and external speakers and events; and
- b) appoint an Organiser (as defined in the Policy) for the event who will be responsible for compliance with the Policy and liaising with the University if there are concerns that the event may breach the Policy.

11.5) Both Parties to the agreement shall abide by all laws and regulations, including but not limited to the Bribery Act 2010 and Modern Slavery Act 2015. If either Party to this Agreement is prevented or delayed in the performance of any of its obligations under this Agreement by reason of Force Majeure (meaning any cause affecting one Party's ability to perform this Agreement arising from or attributable to acts events or omissions beyond the control of such Party) and if such Party gives written notice thereof to the other Parties specifying the matters constituting Force Majeure together with such evidence as it reasonably can give specifying

the period for which it is estimated that such prevention or delay will continue then the Party in question shall be excused the performance or the punctual performance as the case may be as from the date of such notice for so long as such cause of prevention or delay shall continue.

11.6) This Agreement and all agreements and documents entered into or to be entered into pursuant to the terms of this Agreement together constitute the entire agreement and understanding between the Parties with respect to the subject matter of this Agreement and such other agreements and documents and (in relation to such subject matter) supersede all prior discussions understandings and agreements between the Parties and their agents (or any of them) and all prior representations and expressions of opinion by any Party (or its agent) to any other Party (or its agent).

11.7) Any background intellectual property rights which are brought to the arrangement shall be owned exclusively by that Party.

11.8) Nothing contained or implied in this Agreement shall constitute or be deemed to constitute a legal partnership between the Parties and neither of the Parties shall have any authority to bind or commit the other Party.

11.9) These terms shall be governed by and construed in accordance with the laws of England, and the parties submit to the exclusive jurisdiction of the English courts.