



**Booking form: The Spring Graduate Fair in Scotland
Tuesday 6th March 2012, Glasgow Royal Concert Hall**

Please complete and return to: Jo MacDonad, University of Glasgow, Careers Service, The Fraser Building, 65 Hillhead Street, Glasgow, G12 8QQ, Tel: 0141 330 4560 Email: jo.macdonald@glasgow.ac.uk

Company Name	State clearly and precisely your company name. This will be taken and used on the website and stand.		
Contact Name		Position	
Address			
Tel			
Email			
Website			

Price: See stand package on page 2 for further details

Cost (Single)	Single	Double*
Company: £850 + VAT		
Charity & University: £490 + VAT		
Workshop or Insight Talk: £300 + VAT		

* Double stand cost is twice of a single stand.

Charity Number: _____

Catering: Single stand: Catering provided for 2 representatives. Double stand: Catering provided for 4 representatives. Additional catering packages can be requested charged at £25 plus VAT per person. Please indicate any special dietary requirements.

If you require additional catering please indicate how many _____ Total cost: £ _____

TOTAL COST: £ _____ + VAT

We hereby confirm our booking contract with The Association of Graduate Careers Advisory Services (AGCAS) at the Spring Graduate Fair in Scotland 2012, run by the University of Glasgow, and accept the terms and conditions attached.

Authorised Signature:

Print Name:

Date:

**Payment Details:**

Payment is required within 30 days of invoice date which will be issued by AGCAS, to whom cheques should be made payable. ***If your organisation operates a Purchase Order scheme please return a hard copy (made out to AGCAS) with this booking form to the address below.*** Alternatively please supply a full invoice address and contact name:

Invoice Name	
Invoice Address	

Credit Card: We also accept payment by company credit card. Please contact the University of Glasgow Careers Services Events Manager, Tel: 0141 330 4560.

Data Protection Notice:

The University of Glasgow will store and process information contained in this contract for the purpose of administration and marketing of the Spring Graduate Fair in Scotland and in accordance with the Data Protection Act 1998. Information may be disclosed to third parties who provide services to the University of Glasgow in relation to the marketing of the event. If you do not wish to be contacted about additional publicity please denote this by an asterisk (*) in the box []

Stand package:

- Stand shell, lighting, 500w rated socket, two chairs and a covered table.
- Fascia board incorporating company name and stand number.
- A free entry in the Spring Graduate Fair Guide, including exhibitor's logo. This guide is available to students and graduates on our website before the event and is given out free of charge to all attending the Fair.
- Additional advertising is available, at a cost, in the Fair Guide and the Herald newspaper.
- Publication of exhibitor name with link through to exhibitor's website on the Fairs official website.
- Lunch, tea and coffee throughout the event and refreshments delivered to your stand.
- Assistance from University of Glasgow Careers staff to ensure your individual needs are catered for during the Fair.

Workshop:

- Host a 1 hour workshop on a skills-based subject of your choice.
- Workshop examples: Trade Game, How to succeed in Assessment Centres, How to Complete a Successful Application, How to Survive the Application and Interview Process, Preparing for and Selling Yourself at Interviews.
- These will operate on a first come, first served basis for attendees.

Insight Talks:

- Host a 1 hour Insight Talk.
- Insight Talks could cover the following: an insight into your graduate programme, an insight into a particular aspect of your business or organisation, an insight into a particular industry, an insight into a graduate employee's day.
- These will operate on a first come, first served basis for attendees.



General

In these terms and conditions the expressions shall have the following meanings: "Fair" – The Spring Graduate Fair in Scotland as specified overleaf. "Organisers" – The Association of Graduate Careers Advisory Services - AGCAS - (Company Number 03884685) a company incorporated under the Companies Act limited by guarantee and having its registered office at Millennium House, 30 Junction Road, Sheffield, S11 8XB" "Exhibitor" – The person, company or organisation who has contracted for a stand or stands at the Fair. "Exhibition Premises" – The venue as described in the brochure relating to the Fair.

1. DURATION OF FAIR

The Fair will be open as stated in the brochures relating to the Fair.

2. PAYMENT FOR SPACE

When an invoice is issued by AGCAS, payment is required within 30 days of the invoice date. Bookings are regarded as only provisional until full payment is received.

3. CANCELLATION OF STAND BOOKING

An Exhibitor cancelling a stand booking after a booking contract has been received and a stand has been allocated is liable for payment according to the following cancellation charges:

- Written notice of cancellation received after 9th December 2011 – 10% of the total cost of the stand(s) plus VAT payable.
- Written notice of cancellation received between 6th January – 7th February 2012 – 50% of total cost of the stand(s) plus VAT payable.
- Written notice of cancellation received after 8th February 2012 – 100% of total cost of the stand(s) plus VAT payable.

4. REVISION OF LAYOUT

Should it be necessary to revise the layout of the Fair for any purpose, the Organisers reserve the right to transfer an Exhibitor to an alternative suitable site.

5. INSOLVENCY

In the event of an Exhibitor entering into liquidation, whether compulsory or voluntary (save for the purpose of reconstruction or amalgamation) or, being an individual, committing any act of bankruptcy, or whether a company or an individual, calling any meeting of, or making any arrangements with, its/his creditors, or permitting any judgement to remain unsatisfied for seven days, or a distress or execution being levied upon any goods or premises of the Exhibitor, the Organisers shall have the right to terminate any contract with the Exhibitor, to cancel the allocation of the stand and to retain all monies paid by the Exhibitor under such a contract.

6. PROHIBITION OF TRANSFER

Exhibitors may not assign, sub-let or grant licences, in respect of the whole or any part of the space allocated to them, nor may any cards, advertisements, or printed matter of firms or companies who are not bona fide Exhibitors be exhibited or distributed from any stand without the written agreement of the organisers.

7. ERECTION OF STANDS

No Exhibitor will be permitted to erect display goods in such a manner as, in the opinion of the Organisers, obstructs the light or impedes the view along the open spaces or gangways, or to occasion inconvenience or otherwise affect the display of other Exhibitors.

8. COST OF PARTICIPATION

Charges will be based on space and allocated together with shell scheme and facilities as described in the sales brochure.

All quotations and prices are exclusive of VAT, which will be added to all invoices at the rate applying at the appropriate tax point. The Organisers reserve the right to alter prices set out in any list at any time to acceptance of the applicant's order.

While every effort is made to ensure that plans, specifications and drawings in the Organisers' literature are accurate, the Organisers give no warranty to this effect and shall have no liability in respect of any inaccuracy in such plans, specifications or drawings. The Organisers reserve the right to alter plans and specifications at any time without notice.

9. ADDITIONAL STAND SERVICES

Extra Power points, lighting and furniture will be available at charges obtainable from the Organisers. Full details will be provided in an Exhibitor's Manual to be issued later.

10. GENERAL STAND REQUIREMENTS

- (a) No structural alterations to a shell stand are allowed. Adhesive, pins or nails **must not** be used with panels, and damage to the shell scheme will be chargeable to the Exhibitor.
- (b) Any interior stand fitting construction to a shell stand must not exceed the height of the stand partition walls.
- (c) No part of any stand or exhibit may overhang any gangway or exceed the allotted boundaries of a stand space.
- (d) The wording on the name panel(s) of a shell stand is restricted to the occupying Exhibitor's name and stand number in the style specified by the Organisers.
- (e) All structures, materials, special designs, unusual constructions and all signs shall conform to British Safety Standards and Codes of Practice and comply with local council regulations or those of any other statutory authority.

11. INSTALLATION AND DISMANTLING

The arrival, installation, erection and removal of exhibits must conform to the timetable to be given in the Exhibition Manual issued by the Organisers.

12. DANGEROUS AND INFLAMMABLE MATERIALS

No explosives, inflammable fluids or combustible materials of any nature including decorative materials may be used in any stand or booth, or stored within the area of the Fair.

13. GENERAL INSTRUCTIONS AND REGULATIONS

Exhibitors must comply with all reasonable instructions given by the Organisers or the Fair site Authorities and must observe all regulations issued by the site Authorities for exhibition organisers, stand holders, exhibitors and contractors, which regulations shall be deemed to be incorporated in any contract between an Exhibitor and the Organisers.

14. PHOTOGRAPHS

Exhibitors may take photographs of their stands.



15. EXHIBITION PREMISES

- (a) The Exhibitor is liable for any damage caused to building, floors, walls, and columns or to standard booth equipment or to other Exhibitors' property. The Exhibitor may not apply paint, lacquer, adhesives or other coating to building columns and floors or to standard booth equipment. No bills, signs, floor coverings or other articles shall be pasted, nailed, taped or otherwise attached to walls, floors, ceilings, columns, partitions or trim except under direction and with written consent of the Owner.
- (b) Exhibitors and their contractors must obtain from the Organisers permission to admit their executives, representatives and workmen during all periods of the Fair.
- (c) The Organisers reserve the right to refuse to admit or to expel from the Fair any person at any time notwithstanding that person's possession of an official pass or ticket.
- (d) No Exhibitor may do or permit anything, which may infringe the wine, beer, spirit or other licences relating to the Fair premises.
- (e) Exhibitors must not do or permit within the Fair premises:
 - (i) Anything which shall be in any way a nuisance or which is in the opinion of the Organisers, contrary to the character of the Fair.
 - (ii) Any entertainment or other activity for which a special licence is required.
 - (iii) The Exhibitor may distribute advertising and printed materials from his stand but must not distribute such material in the neighbourhood of entrances and exits, nor in such a manner as to cause annoyance or disturbance to other Exhibitors. In the event of complaints, the matter shall be referred to the Organisers for their decision. Exhibits or other devices that emit sound must be operated and controlled so that there is no disturbance to other Exhibitors.

16. FIRE RISKS AND SAFETY

Exhibitors will adhere to all fire and safety regulations that affect the Fair. Aisles and fire exits must be kept clear of exhibits.

17. EXHIBITION SERVICES

The Organisers undertake to make all reasonable attempts to provide necessary services for the smooth operation of the Fair but accept no responsibility for breakdown or failure of such services.

18. CLAIMS, INDEMNITY AND INSURANCE

(a) Every Exhibitor hereby accepts liability for all acts or omissions of himself, his servants, contractors and agents and undertakes to indemnify the Organisers and keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the organisers or incurred or become payable by them arising there from or in respect thereof, including any claims arising out to the supply by the Exhibitor or samples of any kind whatsoever, whether such samples be sold or given away free and including any legal costs and expenses and any compensation costs and disbursements paid by the Organisers on the advice of counsel to compromise or settle any such claims.

(b) Cancellation or Abandonment

If the Fair is cancelled by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the Fair premises, or any other cause, whether ejusdem generis or not, the Organisers may at their entire discretion repay the rental paid by the Exhibitor or part thereof, but shall be under no obligation to repay the whole or part of such rental, and shall be under no liability to the Exhibitor in respect of any actions, claims, losses (including consequential losses), costs, expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of the happening of any such events.

(c) Postponement

In no event shall the Exhibitor have any claim for damages of any kind against the Organisers or the owners of the premises in respect of any loss or damage consequential upon the postponement or change of venue of the Fair. If in the opinion of the Organisers, rearrangement or postponement of the period of the Fair, or by substitution of another hall or building or any other reasonable manner the Fair can be carried through, the contract for space shall be binding upon the parties, except as to size and position or stands, as to which any modification, substitution, or re-arrangement they consider necessary shall be determined by the Organisers.

(d) Failure to vacate

If the Exhibitor, or their servants, agents or subcontractors should fail to remove all their property or otherwise fail to vacate the Fair premises in accordance with the timetable issued by the Organisers, the Organisers will hold the Exhibitor fully responsible for any penalties imposed by the venue owner, or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the premises by the agreed time.

(e) Insurance of Exhibits

Exhibitor's or Stand Holder's Property: The Organisers do not accept responsibility for any loss or damage from any cause whatever, in respect of any property brought to the Fair premises by Exhibitors or stand holders or their servants, agents, subcontractors or any other persons, and the Exhibitor or stand holder is required to indemnify the Organisers in respect of any such loss or damage to the exhibits or any other property brought to the premises whether it is their property or not.

(f) Each exhibitor shall indemnify the Organisers against any claim which may be made upon them in respect of any alleged breach of infringement of any copyright of patent by that Exhibitor during the period of his occupation of an allotted stand space, or otherwise in connection with the Fair.

19. AMENDMENT OF RULES

The Organisers reserve the right to alter, add to, or amend any of these terms and conditions. Should any question arise, whether provided for in these conditions or not, the decision of the Organisers shall be final. No alteration, addition, amendment or waiver to or of these terms and conditions shall operate to release any Exhibitor from his contract.

20. EXHIBITOR'S MANUAL

An Exhibitor's Manual, which is a guide and explanation to the Fair arrangements, will be sent to all Exhibitors.

