

Event Booking Terms and Conditions

University of Lincoln Careers & Employability

As an Exhibitor at a University of Lincoln Careers & Employability careers event, it is your responsibility to ensure that you read and understand the terms and conditions contained within this document. By booking to exhibit you will be legally bound to adhere to them.

Objectives

1. To protect all parties through providing a better understanding of their contractual obligations.
2. To heighten awareness of the legal obligations of both the Careers & Employability Service and the Exhibitor when confirming a booking.
3. To recognise that enforcement of a contract and implementation of terms and conditions will always be at the discretion of the aggrieved party, taking into account normal commercial considerations.

Definitions

4. The 'University', 'Careers & Employability' and 'we' means the University of Lincoln Careers & Employability Service organising the event.
5. The 'Exhibitor', 'Event Attendee' and 'You' means the individual or organisation reserving a space to exhibit at the event.

General

6. The University reserves the right to refuse entry to any individual, organisation, or company, to any of its premises, at any location, or refuse the use of any of its facilities at any time for whatever reason.
7. The University will charge any individual, organisation, or company of any event, and or those taking part in an event or any individual, organisation or company who is found to be on the University's premises at any time, for damages caused to its property for whatever reason.
8. The University does not permit smoking or vaping inside any of its buildings at any time.
9. The Careers & Employability Service reserves the right to alter these booking Terms and Conditions at any time as it sees fit.
10. Should any of your delegates be unable to correct any aspect of poor behaviour or activities unacceptable to the University, the Careers & Employability Service reserves the right to terminate your stay at the event.
11. The University will not be liable for any failure to provide or delay in providing facilities, services, food or beverages as a result of events outside its control.
12. The University's name/logo may be used in publicity, once proof of the promotional material has been agreed with the University in writing.

13. The University must comply with certain licensing and statutory regulations and requires the Exhibitor to fulfil their obligations in this respect.

Confirmation of booking

14. All reservations will be treated as provisional pending formal acceptance by the Careers & Employability Service.
15. Where special requests are made, the Careers & Employability service will endeavour to accommodate them, however, they cannot be guaranteed.
16. Exhibitors must agree to read all event documentation and complete necessary information surveys sent by the Careers & Employability Service.

Amendments by the client

17. All alterations to a booking, by either party, must be confirmed in writing before they are deemed to be accepted. The Careers & Employability Service will accept written communications by e-mail (employers@lincoln.ac.uk).
18. Where the exhibitor is unable to confirm exact numbers of those attending the event at the time of booking, final numbers must be confirmed by the stated date. The Careers & Employability Service reserves the right not to accept any further alterations to this after this date.

Cancellation

19. Any cancellation, postponement or partial cancellation by the client should be advised to the Careers & Employability Service in the first instance in writing (employers@lincoln.ac.uk).
20. Cancellation by the client within 48 hours prior to the event may incur a cancellation fee of £100.
21. The Careers & Employability Service may cancel the booking:
 - i. If the booking might, in the opinion of the Careers & Employability Service, prejudice the reputation of the University
 - ii. If any of these Terms and Conditions have been broken
22. In the event that the Careers & Employability Service needs to cancel any booking, for whatever reason, it will attempt to offer an alternative date or venue.

Force Majeure

23. Neither party shall be under any liability in the event of being prevented from fulfilling its obligations under this contract due to the nature of any event beyond its control, but not limited to:-
 - i. Acts of God
 - ii. War, National Emergency, Civil Unrest, Acts of Terrorism, Pandemic
 - iii. The government of the country of origin of the visiting group issuing a formal warning advising against travel to the United Kingdom.
24. If the Careers & Employability Service or Exhibitor is unable to fulfil its obligations in the event of a Force Majeure occurring, the said party should give notice as quickly and reasonably as possible to the other party.

Loss or Damage to Property

25. The University cannot accept responsibility for any loss of, or damage to, the personal property or vehicles of attendees. Attendees are therefore advised to be extremely careful regarding the security of their belongings. Attendees should also ensure that cars are securely locked with no valuables left inside.

Personal Injury

26. The University is unable to accept any liability for death or personal injury sustained by event Exhibitors unless proven to have been caused by the negligence of the University or its servants or agents.
27. The Exhibitor will be held liable for death or injury to any employee of the University caused by the default or negligence of the exhibitor.

Health and Safety

28. The University of Lincoln's risk assessment for the venue must be adhered to at all times. A copy can be provided on request.
29. Exhibitors must complete their own risk assessment prior to attending the event.
30. Exhibitors must not pack down stands before the end of the event unless otherwise authorised to do so.

Care of the Venue

31. The Exhibitor and associated parties:
 - i. Shall ensure that passages, staircases and emergency exits are kept clear of obstructions at all times.
 - ii. Must not use any adhesive tape on any of the floor surfaces or stairways without authorisation.
 - iii. Must not use the allocated space in any way or manner which will cause disruption to other Exhibitors.
 - iv. Must not drive staples or other fixings into any of the building's fabric (eg balcony, woodwork, floor, plaster or staging) without authorisation of approved fixings.
 - v. Must not affix posters and advertising to the walls, stage or balcony with sellotape, pins, blu tak or similar.

Vehicular Access to Site and Deliveries

32. Vehicular access and deliveries to the venue must be approved prior to the event by the Careers & Employability Service.
33. Vehicles must leave campus once items have been delivered on site.
34. The University cannot accept responsibility for vehicles and their goods parked within the loading bay/on campus.
35. There is no parking available on campus and all vehicles must park off-site or risk a fine from the local authority. The University is not liable for any charges incurred by Exhibitor or event attendees where the parking regulations have not been adhered to.
36. Deliveries to the venue can only be accepted with prior notification by email (employers@lincoln.ac.uk) and should preferably be arranged when the Exhibitor is available

to sign for the delivery. Any deliveries should be clearly marked with the organisation name, event title, date, and venue. Please be advised that there is no on site storage available.

Sponsorship Payments

- 37. Payment is due 21 days following the date of the sponsorship confirmation email. Payments must be made in pounds sterling.
- 38. In the event of payment becoming overdue, the Careers & Employability Services reserves the right to terminate your sponsorship agreement.

Catering

- 39. Catering is not provided at events, unless as part of a sponsorship package.
- 40. The Careers & Employability Service will, where possible, accommodate any special requests for specific dietary requirements within sponsorship package catering.

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