

# **REGULATIONS FOR EXHIBITORS**

## **39th ACADEMIC JOB FAIR**

### **§ 1 General Provisions**

1. The provisions of these Regulations apply to the Exhibitors participating in the stationary module of the Academic Job Fair, hereinafter referred to as the Event or Fair, organised by the Manus Foundation with its registered office at Grunwaldzka 1 in Wrocław, hereinafter referred to as the Organiser.
2. The Event takes place in building C-13 of Wrocław University of Science and Technology at the time specified by the Organiser and made available to the public via social media, promotional materials such as posters and on the Event's website: [akademickietargipracy.pl](http://akademickietargipracy.pl).

### **§ 2 Terms and conditions of Exhibitor's participation in the Academic Job Fair**

1. The willingness to participate in the Fairs, the Exhibitor confirms by placing an order for the stand (exhibition space and equipment for the exhibition space indicated in the exhibition offer) through the form on the website [www.akademickietargipracy.pl](http://www.akademickietargipracy.pl).
2. Participation in the Event means participation in the Academic Job Fair and accompanying activities that are part of the Academic Job Fair, such as promotion of the Exhibitor in social media and on the Event website: [www.akademickietargipracy.pl](http://www.akademickietargipracy.pl).
3. Application for participation should be made by the date specified as the "participation application deadline", which is specified in the "Cooperation Offer" created by the Event Organizer. Applications submitted after that date shall be considered subject to the availability of exhibition space.
4. Reservation of exhibition space, which is part of the application for participation in the Fair, consists in indicating the number of the stand selected from the offer of the Academic Job Fair - map presented on the website [www.akademickietargipracy.pl](http://www.akademickietargipracy.pl). Reservation lasts for a period of 7 days, the confirmation of the reservation is the sending of a signed order or signing a contract.
5. The amount of the exhibition space reservation fee and fees for providing additional services are specified in the "Cooperation Offer". Details of payment terms are specified in the order or contract.
6. Confirmation of the Exhibitor's participation in the Event takes place at the moment of signing the order or the agreement by the decision-making persons (signature/signature of the persons authorised to incur financial liabilities - entered in the National Court Register or having the relevant power of attorney) means approval of the reservation of the exhibition area and commencement of activities preparing for the correct course of the Exhibitor's participation in the Event.
7. correctly signed order is tantamount to undertaking the service by the Organiser and obliges the Exhibitor to pay the fee for participation in the Event.
8. Any desire to change the order for exhibition space, as well as other elements related to participation in the Fairs by the ordering party who submitted the application, requires its appropriate action - providing full information by e-mail under pain of invalidity.

9. The Organiser of the Academic Job Fair reserves the right to change the original exhibition space allocation specified in the registration form if they are unable to provide the Exhibitor with a stand of their choice.
10. Delivery of the signed order to the Organiser is tantamount to the Exhibitor's acceptance of the content of these Regulations.
11. The transfer of the exhibition area for use by the Exhibitor shall take place subject to the payment of the required dues resulting from the signed order or contract. In case the dues are not paid before the commencement of the Fair, the Event Organizer reserves the right not to make the exhibition area available until they are paid.

### **§ 3 Obligations and rights of the Organiser**

1. The Organiser shall provide the Exhibitor participating in the Event with exhibition space at the venue of the Academic Job Fair.
2. The Organiser shall appoint appropriate persons to act as stand supervisors and technical assistance.
3. If the Organizer designates restricted entry areas, such as the technical or staff area, then unauthorized entry is prohibited.
4. The Organiser alone shall have the right to settle any disputes and to make decisions which are not referred to in these Regulations, as well as the right to interpret all the provisions hereof.
5. Event may be terminated earlier if the Organiser or other authorised person decides that the health and life of the Participants may be endangered
6. The Organiser reserves the right to cancel, partially close, shorten or change the venue and/or date of the Event in particular in the event of circumstances beyond the Organiser's control - Force Majeure (any external event of extraordinary or accidental nature beyond the Organiser's and Exhibitor's control or preventable, including but not limited to natural disasters, states of emergency, riots, strikes, armed conflicts) and the introduction of restrictions resulting from the COVID pandemic, making it impossible to conduct the stationary module of the Fair. In case of cancellation of the event, Exhibitors who applied for participation in the Fairs and paid the fee are entitled to a 100% refund of the fees related to participation in the stationary module of the 39th Academic Job Fair.

### **§ 4 Obligations and rights of the Exhibitor**

1. During the Fair, the Exhibitor and persons representing it are obliged to:
  - a) Comply with these Rules and Regulations as well as the Rules and Regulations for Participants of the "Academic Job Fair" Event.
  - b) To comply with the Safety Rules and Regulations during the 39th Academic Job Fair - stationary module.
  - c) To comply with generally applicable provisions of law as well as with all regulations and guidelines in force at Wrocław University of Science and Technology, in particular safety regulations. Persons failing to comply with these terms and conditions shall be liable for any damage incurred by the Organiser, Wrocław University of Science and Technology or third parties. The Exhibitor undertakes to ensure that persons representing it comply with the Regulations and is liable for their actions as for their own

- d) Amicable settlement of any disputes arising during the Fair.
  - e) To wear an ID badge received from the Organizer which authorizes to use additional areas designated for Exhibitors.
2. During the Exhibition the Exhibitor and persons representing him may not organize promotional actions outside his own stand without the consent of the Organizer. The placement of promotional materials and equipment of the stand is limited only to the designated exhibition area.
  3. The Exhibitor has the right to withdraw from the participation in the Academic Job Fair cost-free up to 30 days before the Event by providing the Organiser with information on the resignation in an electronic form. The cancellation of participation up to 14 days before the Event involves the payment of a registration fee amounting to 30% of the original order due to the Organiser's preparatory activities for the Event. Resignation from participation in the Event less than 14 days before the Event obliges the Exhibitor to pay a fee amounting to 100% of the costs included in the order.
  4. Exhibitors' complaints may be submitted to the Organiser in electronic form not later than within 5 working days from the date of the end of the Fair.

## **§ 6 Final provisions**

1. In matters not regulated in these Rules and Regulations of the Event or other accompanying Events, the laws commonly in force in the Republic of Poland will apply, in particular the provisions of the Civil Code, provisions on the organisation of mass events, provisions on upbringing in sobriety and counteracting alcoholism, provisions on fire protection, as well as provisions on the protection of persons and property.
2. For the settlement of any disputes with foreign Exhibitors participating in the Academic Job Fair, the Polish text of the Regulations shall be binding and the Polish law shall be applicable to liabilities arising from a contract for participation in the Fair.
3. Information on the Academic Job Fair is provided by the Event Organiser via the media listed on the website [akademickietargipracy.pl](http://akademickietargipracy.pl) or via the email address [atp@manus.pl](mailto:atp@manus.pl).
4. The Regulations come into force on the day of signing the order by the Exhibitor and are valid until the official end of the Event by the Organizer.
5. The Regulations of the Event are available on the website: [akademickietargipracy.pl/](http://akademickietargipracy.pl/), at the Organiser's office and at the Organiser's stand on the days of the Event.