

1. General provisions

- 1) The Rules and Regulations of the Krakow University of Economics Job Fair (hereinafter referred to as the Rules) are binding for all the participants and Sponsors (hereinafter referred to as Exhibitors) of the Krakow University of Economics Job Fair (hereinafter referred to as the Fair) organized by the KUE Student Career Center and the Krakow University of Economics Foundation, hereinafter referred to jointly as the Organizer.
- 2) The Rules, entry form, and the information on the deadlines valid for the given edition of the Fair, are to be posted on the Organizer's website at kariery.uek.krakow.pl each time.

2. Terms and conditions of participation in the Fair

- 1) Exhibitor can be a legal entity or a natural person presenting an offer accepted by the Organizer.
- 2) The party is entitled to take part in the Fair upon sending signed entry forms to the Student Career Center within the specified period of time.
- 3) The number of booths is limited. Participation in the event shall be determined by the order of the entry form submissions.
- 4) The Organizer reserves the right to refuse approval of the entry form without providing the reason. In such event, the party submitting the entry form shall be informed of this fact in writing.

3. Payments

- 1) Participation in the Fair is payable.
- 2) The amount due for the exhibition area and the services during the Fair shall be set out by the Organizer.
- 3) The payments comprise the orders made on the entry forms and concern the time when the Fair is prepared, continues, and is liquidated.
- 4) The payments must be made in full amount within 30 days from the date of the proforma invoice and to the account set out on the invoice.
- 5) In the event of cancellation of the Fair due to reasons set out in section 8 subsection 8 and 9, the Exhibitor shall be charged the cost of preparation of the Fair amounting to 40% of the order value.
- 6) In the event of the full payment for participation in the Job Fair made before the commencement of the Fair, the fee will be returned in the amount reduced by the preparation costs indicated in subsection 5 above.

4. Resignation from the participation in the Fair

- 1) Should the party wish to resign from participation in the Fair between 28 to 15 days prior to its commencement, the party shall cover 50% of the participation cost.
- 2) Should the party wish to resign from the participation in the Fair 14 days prior to its commencement, the party shall cover 100% of the participation cost.
- 3) Resignation from participation in the Fair is to be submitted by the Exhibitor in writing to the Organizer's head office or else it shall be considered null and void.

5. The design and construction of the booth

- 1) The Arrangement of booths is determined by the Organizer.
- 2) The Organizer guarantees a standard design booths to be set up within the premises of the Fair. Alternatively, the Organizer may make it possible to put up a custom design booth, yet the design of the custom booth must be approved by the Organizer. The visualization of the booth must be delivered to the Organizer up to 30 days before the scheduled date of the Fair.
- 3) Ordering an area for an individual project larger than 8m² requires the approval of the Organizer.
- 4) Any additional devices that the exhibitor intends to place at the stand, including devices that require electricity, must be agreed with the Organizer. The demand for electricity must be reported to the Organizer up to 30 days before the scheduled date of the Fair. The organizer reserves the right to refuse to display the

device at the stand.

- 5) The Organizer reserves the right to change the location of the booth according to the assumed spacial layout of the Fair.
- 6) Mounting exhibits or advertising materials on the walls of the booth with methods resulting in permanent damage to its construction elements if prohibited. Should damage be observed, the Organizer shall impose additional charges on the Exhibitor.

6. The accompanying events

- 1) Each Exhibitor must send materials necessary for promotion of the KUE Job Fair as required by the Organizer.
- 2) The number of consultants in the CV Point shall be determined by the Organizer.
- 3) During the Fair, presentations and other advertising activities may be performed following prior approval from the Organizer. Such activities cannot, however, in any way disturb other Exhibitors or the general order of the Fair.
- 4) The Organizer reserves the right to record the Fair by any available method, including filming and photographing the booths in order to prepare a photographic and video account of the event for the purposes of documenting and promoting the event on the Organizer's websites and social media channels. The Organizer reserves the right to exploit the aforesaid materials for the Job Fair promotional purposes without any claims from the Exhibitors, participants or any third parties.

7. Order regulations

- 1) The Exhibitor must prepare their booth within the time scale specified for this purpose by the Organizer, yet no later than an hour prior to the commencement of the Fair.
- 2) The Exhibitor is entitled to advertise solely within their booth, unless other advertising arrangement has been agreed with the Organizer.
- 3) Materials exhibited by the Exhibitor must not contain any content advertising alcohol or tobacco products, conveying pornographic messages or political content, or causing offence to religious preferences, or damage to the reputation of the Organizer.
- 4) During the Fair, the Exhibitor's representatives must carry the identification badges received from the Organizer.
- 5) The limit of persons representing the Exhibitor at the stand during the Fair is: 8 persons for the Main Sponsor, 6 persons for the Sponsor, 4 persons for the 8m² stand, 3 persons for the 6m² stand, and 2 persons for the 4m² stand. For stands with Exhibitor's individual project: 1 person/2m² of space.
- 6) Selling any products in the exhibition hall as well as within the premises of the Krakow University of Economics is forbidden.
- 7) The booths shall be available to the visitors within the opening hours of the Fair.
- 8) The Exhibitor is obliged to remove empty packages from the booth and from the premises of the Fair prior to its commencement.
- 9) The booth cleaning schedule shall not coincide with the opening hours of the Fair.
- 10) It is forbidden to dismantle the exhibition and remove the exhibits before the official closing of the Fair. Should unexpected circumstances occur, the Exhibitor shall obtain the Organizer's approval for the booth to be removed prior to the official closing of the Fair.
- 11) The Exhibitor is obliged to remove the exhibition, and exhibits, and to restore the booth occupied to its original condition by 5 p.m. on the last day of the Fair at the latest.

8. Final provisions

- 1) The Organizer reserves the right to remove the elements of the booth and materials containing the information set out in point 7.3 at Exhibitor's expense.
- 2) The Organizer shall not be held responsible for the content exhibited by the Exhibitor or for accidents or for damage done

- to exhibits on the premises of the Fair before, after, and during the Fair.
- 3) Responsibility of the Exhibitor is not subjected to any limitations, regardless of the special security measures taken by the Organizer.
 - 4) The Exhibitor is obliged to notify the Organizer immediately of any dangers, accidents or damage observed to be occurring or have occurred during the Fair.
 - 5) Exhibitors are required to have at their booth and present for inspection the rules and regulations of competitions and other events during which prizes will be awarded to participants of the Fair.
 - 6) The Exhibitor must be insured against liability resulting from the participation in the Fair and must insure the exhibits.
 - 7) In terms of security and order, the Exhibitor shall follow the internal rules and regulations set out by the Organizer.
 - 8) The Exhibitor acknowledges that the Organiser shall not be held responsible for any potential contraction or increased risk of contraction of COVID-19 or any other disease during the Fair.
 - 9) In the event of restrictions concerning organization of the Fair imposed by legal regulations banning or limiting participants' presence within the Fair venue, the Organizer reserves the right to change the organizational formula of the Fair without any liability to pay compensation.
 - 10) In the event that organization of the Fair is impossible due to acts of Force Majeure or due to bans and restrictions introduced based on legal regulations, the Organizer reserves the right to cancel or change the organizational formula of the Fair without any liability to pay compensation to the Exhibitor.
 - 11) All disputes resulting from the participation in the Fair and the works, deliveries and services commissioned from the Organizer by the Exhibitors shall be resolved by the court of competent subject matter and territorial jurisdiction for the KUE' registered offices.
 - 12) Entry is deemed to be acceptance of the Rules.
 - 13) The Organiser shall hold the sole right to binding interpretation of the Rules.
 - 14) The Rules become effective upon signature.
 - 15) The Organizer reserves the right to amend the Rules. Amendments become effective upon signature of the amended Rules.